DOCUMENT RESUME

ED 139 646 SE 022 472

TITLE	YCC Program Handbook. Revised Edition.
INSTITUTION	Department of the Interior, Washington, D.C.
PUB DATE	Jan 76
NOTE	94p.; Contains occasional small type ; Handbook covering organization of a Youth Conservation Corps camp
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS	*Administrative Policy; *Conservation Education; *Environmental Education; Natural Resources; Outdoor Education; *Program Descriptions; *Program Guides; Science Education; *Secondary Education
IDENTIFIERS	*Youth Conservation Corps

ABSTRACT

This program handbook was written for the purpose of carrying out the provisions of Public Law 93-408. This Act was passed to establish the Youth Conservation Corps (YCC). The booklet is divided into nine chapters outlining the organization of a YCC camp. The chapters cover the background of the YCC, the organization and management of the YCC camp, record keeping, enrollee living, environmental awareness and work, community relations, the YCC health program, safety management, and the YCC State Grant program. Each chapter outlines government policy, responsibilities, and regulations concerning the different aspects of the Youth Conservation Corps centers. (AJ)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED139646

United States Department of the Interior

YCC

PROGRAM HANDBOOK

2

Revised January 1976

SE 022 472

YCC

PROGRAM HANDBOOK

Table of Contents

Page

Chapter 1 – BACKGROUND

Memorandum of Understanding 1-1
Supplement to Memorandum 1-5
I. Introduction 1-5
II. Objectives 1-5
III. Program 1-6

Chapter 2 – CENTER STAFFING, ORGANIZATION, AND MANAGEMENT

1. Policy 2-1
2. Responsibilities 2-1
3. Camp Organization 2-1
4. Camp Staffing 2-1
5. Staff Recruitment and Placement 2-4
6. Camp Supervisory and Support Staff 2-5
7. Position Classification of YCC Camp Staff 2-7
8. Limitations on Bureau Classification Actions 2-7
9. Physical Plant and Capital Equipment 2-8
10. Security 2-8
11. Maintenance 2-8
12. Rehabilitation 2-8
13. Camp Communications 2-9
14. Enrollee Records 2-9
15. Withdrawal of Consent 2-9
16. Leaves and Passes 2-9
17. Legal Assistance 2-9
Sample Organization Charts . . . . . 2-10 - 2-13

Chapter 3 – PRIVACY ACT

1. Policy 3-1
2. Types of Record System 3-1
3. Prohibition 3-1
4. YCC Enrollee Records System 3-1
Camp Records - Current and Past Enrollees 3-1
Camp Record Access Procedures 3-2
Camp Records - Federal Register Excerpts 3-2
Payroll Records - Current and Past Enrollees 3-3
Recruitment Records on Enrollees and Alternates 3-7
5. Utilization of Record Systems 3-8

Table of Contents - Continued

Page

Chapter 4 – ENROLLEE LIVING

1. Policy 4-1
2. Responsibility 4-1
3. Residential Management 4-1
4. Personal Relationships 4-5
5. Physical Education 4-9
6. Housekeeping 4-11
7. Leisure Time Activities 4-11
8. Non-Residential Camps 4-13

Chapter 5 – ENVIRONMENTAL AWARENESS/WORK

1. Policy 5-1
2. Responsibilities 5-1
3. Definition 5-3
4. Objectives 5-4
5. Work Projects 5-5
6. Activities and Facilities for Accomplishing the Objectives . . . 5-6
7. Evaluation Reports 5-11
8. Work Project Reporting 5-11

Forms (Work Project)

Exhibit 5A) YCC Project Plan (Form 4) 5-14
Exhibit 5B) Youth Conservation Corps Work Projects (Form 5) 5-16
Exhibit 5C) USDI – YCC Program Work Project Codes . . .
Exhibit 5D) Daily Record Sheet . . . . . .

Chapter 6 – COMMUNITY RELATIONS

1. Policy 6-1
2. Responsibilities 6-1
3. Background 6-1
4. Laying the Groundwork for a Community Relations Plan . . . 6-2
5. Community/Police Relations 6-3
6. Contacts with News Media 6-4

Chapter 7 – YCC HEALTH PROGRAM

1. Authority 7-1
2. Policy 7-1
3. Responsibility 7-1
4. Pre-enrollment Medical Care 7-1
5. Routine Medical Care 7-2
6. Emergency Medical Care 7-3
7. Emergency Dental Care 7-4
8. Communicable Disease Control 7-4
9. Environmental Health 7-4
10. Records and Reports 7-5
11. Coverage of FECA 7-5
12. Administration of the FECA 7-5
13. Compensation for Disability Under FECA 7-5

Table of Contents - Continued

	Page
14. Procedure to Establish Eligibility for FECA Benefits	7-6
15. Procedure to Receive Medical Care Under FECA	7-6
16. Procedure for Claiming Compensation Under FECA	7-6
17. Regulations	7-6

Chapter 8 – SAFETY MANAGEMENT

1. Authority	8-1
2. Policy	8-1
3. Department Responsibility	8-1
4. Bureau Responsibility	8-1
5. YCC Project Manager Responsibilities	8-1
6. YCC Camp Safety Officer Responsibilities	8-1
7. General Responsibilities	8-1
8. Organization	8-2
9. Objective	8-2
10. Scope	8-2
11. YCC Safety Committee	8-2
12. YCC Water Safety Director	8-2
13. YCC Camp Safety Orientation	8-2
14. Fire Suppression or Initial Attack	8-2
15. Child Labor Restrictions	8-3
16. YCC Camp Safety and Property Protection	8-3
17. YCC Safety Inspection	8-3
18. YCC Safety Regulations	8-3
19. Safety and Health Codes	8-3
20. Protective Clothing and Equipment	8-4
21. YCC Member Transportation	8-4
22. YCC Safety Management and Contractual Agreements	8-4
23. Weapons and Safety	8-4
24. Recreational Safety	8-4
25. Investigation Policy	8-4
26. YCC Accident Reporting Procedures	8-5
27. Notification of a YCC Member Fatality or Serious Accident	8-6
28. Motor Vehicle Fleet Accident	8-6
29. Bureau Report of YCC Safety Management	8-7

Chapter 9 – YCC STATE GRANT PROGRAM

1. Policy	9-1
2. YCC Program Fund Allocations	9-1
3. Responsibilities	9-1
4. Program	9-2
5. Federal/State Camps Coordination	9-2

CHAPTER I

MEMORANDUM OF UNDERSTANDING

This document supersedes the agreement signed by Richard R. Hite on March 13, 1973, and John R. McGuire on March 15, 1973, for implementing P.L. 93-408 of September 3, 1974.

AUTHORITY AND PURPOSE

This Memorandum of Understanding is made between the Department of the Interior and the Department of Agriculture-Forest Service, for the purpose of carrying out the provisions of Public Law 93-408, which was approved by the President on September 3, 1974. This Act establishes, in the Departments of the Interior and Agriculture, a program designated as the Youth Conservation Corps.

The purpose of this Act is to further the development and maintenance of the natural resources of the United States by America's youth, and in so doing to prepare them for the ultimate responsibility of maintaining and managing these resources for the American people. The Departments will stress three equally important objectives as reflected in the law:

1. Accomplish needed conservation work on public lands.
2. Provide gainful employment for 15-through-18 year-old males and females from all social, economic, ethnic and racial classifications.
3. Develop an understanding and appreciation in participating youths of the Nation's natural environment and heritage.

RESPONSIBILITIES OF THE SECRETARIES

Under the provision of Section 3(a) of the Act, the Secretary of the Interior and the Secretary of Agriculture shall:

"(1) determine the areas under their administrative jurisdictions which are appropriate for carrying out the programs using employees of the Corps;

"(2) determine with other Federal agencies the areas under the administrative jurisdiction of these agencies which are appropriate for carrying out programs using members of the Corps, and determine and select appropriate work and education programs and projects for participation by members of the corps;

"(3) determine the rates of pay, hours, and other conditions of employment in the Corps, except that all members of the Corps shall not be deemed to be Federal employees other than for the purpose of Chapter 171 of Title 28, United States Code, and Chapter 81 of Title 5, United States Code.

"(4) provide for such transportation, lodging, subsistence, and other services and equipment as they may deem necessary or appropriate for the needs of members of the Corps in their duties;

"(5) promulgate regulation to insure the safety, health, and welfare of the Corps members; and

"(6) provide to the extent possible, that permanent or semipermanent facilities used as Corps camps be made available to local schools, school districts, State junior colleges and universities, and other education institutions for use as environmental/ecological education camps during periods of nonuse by the Corps program.

Under the provisions of Section 4 of the Act, the Secretary of the Interior and the Secretary of Agriculture shall jointly establish grant guidelines for State programs on non-Federal public lands and waters, approve grant applications and administer grant programs in the States.

Under the provisions of Section 5 of the Act, the Secretary of the Interior and the Secretary of Agriculture shall annually prepare a joint report detailing the activities carried out under this Act and providing recommendations. Each report for a fiscal year shall be submitted concurrently to the President and the Congress not later than April 1 following the close of that program year.

SHARING APPROPRIATIONS

All Federal appropriations for the Youth Conservation Corps and the administrative responsibility thereof shall be shared equally between the Secretaries of the Interior and Agriculture. This is to include coverage of both the Federal program and State grant program responsibility outlined in Section 4 of the Act.

Funds needed by the Departments to administer the State grant program shall be drawn off the top of the "30 percent" portion of appropriations and shared equally by both Departments.

Funds allocated for programs and projects administered by "other Federal Agencies" on lands under their administrative jurisdiction as authorized by Section 3a(2) of the Act, shall be jointly approved and equally apportioned from each Department's Federal Program share of the YCC appropriation.

Administrative expense funds for the Federal programs will be determined independently by the Departments and managed within each Department's own resources. Some mutually benefitting administrative activities like payrolling enrollees, contracted research, evaluations, and training may be financed jointly by the Departments.

LOCATION OF DEPARTMENTAL RESPONSIBILITY

Within the Department of the Interior, the overall responsibility and authority for the program is vested in the Assistant Secretary for Management and will be exercised by him through the Director, Office of Manpower Training and Youth Activities. Within the Department of Agriculture, overall responsibility and authority for the program is vested in the Chief of the Forest Service, and will be exercised by him through the Deputy Chief, Administration.

ESTABLISHMENT OF THE INTERIOR-AGRICULTURE YOUTH CONSERVATION CORPS COORDINATION COMMITTEE

We believe it is the intent of the Congress and in the best interest of the program that the provisions of the Act be carried out in a manner that will provide the closest coordination and cooperation between the Departments of the Interior and Agriculture.

Accordingly, it is hereby agreed that there will be established an Interior-Agriculture Youth Conservation Corps Coordination Committee consisting of representatives from each Department, who will serve as members of this committee in addition to their other official duties. This committee will assure that the basic program policy is consistent. For the Federal program, the Committee will:

1. Coordinate program planning activities;
2. Develop annual budget requests;
3. Develop overall program design;
4. Select program components;
5. Determine areas under the jurisdiction of each Department and of other Departments which are appropriate for carrying out the program;
6. Assure that the Corps is open to youth of both sexes and youth of all social, economic, and racial classification, with no person being employed as a member of the Corps for a term in excess of 90 days during any single year;
7. Determine the rates of pay, hours, and other conditions of employment;
8. Determine the most feasible means of providing logistical and administrative support;
9. Develop and promulgate regulations to insure the safety, health, and welfare of Corpsmembers, and such other regulations as may be required;
10. Prepare reports required by the Act and conduct special studies as may be required.

To establish and implement the grant program for the States, the Interior-Agriculture YCC Coordination Committee will:

1. Develop a system of allocating grant funds to States;
2. Develop guidelines for States to follow in making application for grants;
3. Assign responsibilities for review and approval of State applications for grants;
4. Assign responsibility for administering and evaluating grants to States.

The Co-Chairmen of the Coordination Committee will be the Deputy Assistant Secretary of the Interior for Management and the Deputy Chief for Administration, U.S. Forest Service. Alternate Co-Chairmen of the Committee will be the Director, Office of Manpower Training and Youth Activities of the Department of the Interior, and the Director of Manpower and Youth Conservation Programs, U.S. Forest Service. Other members may be appointed to the Committee for such purposes as deemed necessary and advisable by the Co-Chairmen.

DEPARTMENTAL TASK FORCES

To support the efforts of the Coordination Committee, each Department may establish a task force consisting of appropriate representatives of the administrative and program activities involved in the program. The task forces will carry out the responsibilities assigned by the task force chairmen who will be members of the Coordination Committee.

Deputy Assistant Secretary for Management, Department of the Interior	Chief, U.S. Forest Service Department of Agriculture
DATE 4-18-75	DATE 4-3-75

SUPPLEMENT TO THE INTERIOR-AGRICULTURE MEMORANDUM OF UNDERSTANDING CONCERNING YOUTH CONSERVATION CORPS

This document supersedes the supplement signed by Richard R. Hite on March 13, 1973, and J. W. Deinema on March 15, 1973.

I. INTRODUCTION

This program direction is supplemental to the basic Memorandum of Understanding which consists of the basic objectives and program directions where the two Departments agree to consistent policy.

The Departments agree not to deviate from those objectives and program directions without written amendments agreed to by both Departments.

II. OBJECTIVES

To accomplish the purpose of the Law, the Departments will stress three equally important objectives:

(1) Accomplish needed conservation work on public lands.
(2) Provide gainful employment for 15-18 year-old males and females from all social, economic, ethnic and racial classifications.
(3) Develop an understanding and appreciation in participating youths of the Nation's natural environment and heritage.

These objectives will be accomplished in a manner that will provide the youth with an opportunity to acquire increased self-dignity and self-discipline, better work with and relate with peers and supervisors, and build lasting cultural bridges between youth from various social, economic, ethnic, and racial backgrounds.

We will seek the best way(s) to accomplish these objectives by directing or coordinating the program so that available resources, including human, natural, and physical are maximized and restraints are minimized. The Coordination Committee has or will:

- Develop and implement sound coordination and program direction mechanisms. The Memorandum of Understanding is the prime mechanism.

- Establish basic program direction and evaluation.

- Based upon the results of each year's operation, the subsequent year's program will be designed so that positive results are intensified and negative results eliminated.

The Coordination Committee will assure that all phases of the program are focused upon the three objectives, and that the program will be kept as simple, clear, and concise as possible.

III. PROGRAM

The Youth Conservation Corps will be a properly balanced and integrated program of environmental working-learning and enrollee living. During the program, a variety of approaches will be used, such as size and location of projects, mixtures of youth according to sex, racial, ethnic, and economic backgrounds environment, work-learning and enrollee living programs, and project duration.

A. *Definitions*

1. *Residential and Nonresidential Programs*. Each Department will administer residential and nonresidential programs.

   a. A residential program is one where the youths reside a minimum of five days at a camp on or adjacent to the public lands where they conduct their environmental work-learning programs.
   b. A nonresidential program is one where the youths reside at home and daily commute to the public lands to conduct their environmental work-learning program except when quartered at a temporary camp.

2. *Program Duration*. Enrollment will be for a minimum of 28 calendar days and a maximum of 90 calendar days.

3. *Responsibilities*. The Agriculture-Interior Coordination Committee is responsible for developing the basic administrative policy, coordination, and evaluation procedures as described in the Memorandum of Understanding. Each Department is responsible for the administration of its own program within the policies established by the Coordination Committee. Each Department may supplement those policies so that maximum advantage is taken of its available resources and capabilities.

B. *Environmental Work-Learning Program*

1. *Objectives*. Environmental work objectives are the same as the three Corps objectives. Environmental learning objectives have been jointly developed by the Departments and are included as basic policy in the Forest Service YCC Handbook and in the Department of the Interior's YCC Program Handbook.

2. *Basic Direction*. Each Department will assure that there is developed at each project an integrated program of environmental work-learning. Each Department will utilize resources, human, natural, and physical, that are available to develop and operate this program. Basically, the youth will learn while doing and do while learning.

3. *Minimum Requirements*.

   a. Youth will be engaged in an integrated environmental work-learning program 40 hours per week and will not exceed 8 hours per day.
   b. Each project will have both work (production) and environmental learning goals. Methods should be developed to assure

the proper blending and integration of one with the other. At summer's end, the youth should have a general knowledge of ecology, the land management philosophies of various Federal land management agencies, and an increased awareness of the need to wisely manage, maintain, and protect the natural resources in which he or she has been involved. The youth should know the work accomplished was meaningful and how it fits into the overall natural resource management program. Ideally, each youth will have developed a basic personal philosophy regarding the environment.

c. Both male and female youth will, as much as is feasible, work and learn in the outdoors.

d. Work will be tailored to the youths' capabilities with consideration given to such factors as sex and age.

e. There should be variation of projects. For example, a youth should be exposed to interesting as well as routine tasks.

f. Informal work-learning relationships between the youth and Department personnel should be encouraged. For example, it would be ideal if a youth could periodically accompany Department field personnel on field trips. Such experiences should prove educational to the enrollee.

g. Where feasible and meaningful, youth should be involved in the planning of their environmental work-learning projects.

h. Generally, formal classroom-type education should be minimized.

i. Youths should also have the experience of doing a hard day's work.

C. *Staff-Enrollee Living Program*

1. *Objectives.* The staff-enrollee living program is directed toward accomplishing the three Corps objectives. It is essential that each Department develop and operate at each camp a program which assures a safe, congenial, and wholesome residential environment.

2. *Basic Direction.* Enrollee living covers the entire residential environment of the Corps as it relates to staff and youth as individuals, their relationships with one another, and the surrounding communities. Where possible, it should have a close relationship to the work-learning program.

a. *Resident Management.* Each Department will assure that there is developed at each camp published rules and procedures. Where possible, staff and enrollees will jointly participate in the development of rules and procedures. As a minimum, the rules and procedures will include:

(1) *Daily schedule.*

(2) *Alcoholic beverages* - Forbidden at all YCC sites.

(3) *Drugs and narcotics* - Forbidden at all YCC sites, except as authorized by Camp or Project Director on advice of physician.

(4) *Private vehicles* - Authorized only under certain conditions where safety and welfare of staff and youth is assured.

(5) *Firearms* - Forbidden except for authorized personnel under Department-approved gun safety training programs.
(6) *Discipline* - Must be consistent and in keeping with overall camp program.
(7) *Disciplinary, medical, or administrative discharge* - Prior to a youth being discharged from the Corps, parents or guardian must be contacted. In cases of disciplinary discharge, the camp Director must assure he or she has been fair, unbiased, and not prejudicial.
(8) *Health and sanitation* - Camp will be maintained in accordance with Department, State, and county health and sanitation codes. Youth will be involved in doing many phases of camp maintenance.
(9) *Accountability* - Policy will be established by each Department to assure proper youth accountability.

b. *Leisure Time.*

(1) To the extent possible, the natural environment will be used for the structured recreation program.
(2) The structured recreation program will be used to teach the enrollees how to live in and enjoy the natural environment.
(3) Time should be provided each day for the youth to be free of structured activity.
(4) Leisure time programs, especially on weekends, will encourage the inclusion of activities with local youth groups, church groups, civic organizations, and other Youth Conservation Corps camps.

c. *Physical Fitness.* A program should be developed to bring the physical condition of an enrollee up to a level where he or she can participate in all camp activities.

D. *Accident Control, Health, and Welfare Program.*

1. *Objectives.* The accident control, health, and welfare program is directed toward protecting the enrollee's physical and mental health while participating in all Corps approved activities.

2. *Basic Direction.* Each camp will have a complete safety plan. This plan will comply with the overall accident control, health, and welfare policies of the Department. Policies and recommended practices now in effect with each Department should prove adequate for the development of each plan.

3. *Minimum Requirements.*

a. The Departments will follow the Fair Labor Standards Act using Child Labor Bulletins 101 and 102, and State Child Labor Standards Bulletin 158 as the guides.
b. Rescue and emergency medical aid plans will be set up for each camp to cover all injuries or illnesses.
c. Specific safety plans and/or project hazard analysis covering all areas of Corps activity will be required.

d. No enrollee will be ordered or allowed to perform work of a hazardous nature.

E. *Enrollee Pay Plan.*

1. *Objectives.* The enrollee pay plan is tailored to the various program options to be used by the Department. Each youth will be paid based on the program in which he or she is enrolled.

2. *Policy*

a. *Pay.* See appropriate Chapter in Administrative Manual.
b. *Subsistence and Lodging.* Enrollees in the residential programs will be required to occupy Government quarters and be furnished subsistence by the Government as a condition of employment.
c. *Absence.* An enrollee may be authorized absence for personal reasons without loss of pay for no more than 2 days for each 4-week period in the program. Unauthorized absences will be without pay. Only full days (0001 to 2400) will be counted toward the days of authorized absences. In addition, absence with pay for national holidays may be granted as an authorized absence.
d. *Transportation.* As a minimum, each Department will provide transportation expenses when needed by participating youth for one round trip, at hire and termination, between the youth's place of residence and the residential camp. Transportation between an enrollee's residence and a nonresidential staging area will be at enrollee's expense. All other transportation may be allowed at the discretion of each Department.
e. *Benefits.* Enrollees are not entitled to earn or be granted annual or sick leave, or entitled to coverage under the Federal Employees' Group Life Insurance Act (5 USC Chapter 87), Civil Service Retirement Act (5 USC Chapter 83), or the Federal Employees' Health Benefits Act (5 USC Chapter 89). Withholding tax—local, State, or Federal—will be deducted from salary payments otherwise due these enrollees unless the proper waiver forms (W-4E) are filled out. If an enrollee has a work-related illness or occupational illness and cannot participate in the program, the Departments' responsibilities for paying the youth will cease either at the termination of the program period or at the time Bureau of Employees' Compensation benefits become effective.

F. *Youth Recruitment and Selection.*

1. *Objective.* Recruitment and selection will be conducted in a manner designed to assure a full opportunity for American youth to participate in the Youth Conservation Corps. The Departments will assure that the YCC program is open to all eligible youth from all parts of the country, including urban and rural youth of both sexes, and youth of all social, economic, racial and ethnic classifications. A well balanced YCC camp enrollment should also include representation of non-public school youth, the disadvantaged, and youth having quit school before graduation.

2. *Policy*.

a. *Recruitment and Selection*. Activities shall meet requirements or standards as follows:

(1) Each Department shall have a "designated field representative" (DFR) for each State to assist in establishing State grant YCC programs. In addition, the DFRs are held responsible for enrollee recruiting and selection. When States participate in enrollee recruiting and selection activities, DFRs will ensure that Cooperative Agreements which meet the policies herein are properly executed.

(2) The DFRs with the States will design and implement a written recruitment and selection plan for each State which meets the policy and criteria contained herein. This plan will outline recruiting and selection procedures affecting each Federal and State camp. Each State's plan will include a map of the State, an "action" section, and a brief narrative section.

(3) Recruitment includes activities in program announcement, publicity, and distribution of literature and application forms. The YCC program shall be publicized extensively with special outreach efforts in the minority and low income community. Recruitment shall be designed to effect strong affirmative action aimed at informing all eligible youth of program content and objectives. Provisions will be made for easy application by youth for employment in the program.

(4) Recruiting areas shall be established to blanket the entire State so that no geographic area is excluded.

(5) Youth shall be recruited as near to each project as is feasible. In establishing recruiting boundaries, a reasonable radius from residential YCC projects is considered to be the distance which can be traveled by surface transportation within 1 day.

(6) The selection process shall be free of bias and discrimination with employees and alternates randomly selected and identified for positions available.

(7) Selectees, alternates, and non-selectees shall be notified of results in a timely and efficient manner.

b. *Enrollee Eligibility Criteria*. Youth who may be considered for the YCC program must:

(1) Have attained age 15, but not yet 19 (proof of age required).

(2) Be permanent residents of the United States or its territories or possessions.

(3) Have a desire to work in the outdoors and become involved in the development and maintenance of the Nation's natural environment.

(4) Have no history of serious criminal or other antisocial behavior that might jeopardize their safety or that of others.

(5) Be recommended by school principals, guidance counselors, teachers, or other responsible adult(s) other than parent(s).

(6) Be physically qualified to participate fully in the various work and training projects of the YCC camp program. (Opportunities for the handicapped may be provided at some camps—depending on location, available programs, staffing, medical facilities, etc.)
(7) Have or be able to obtain parental or legal guardian consent to enroll in the program. All applications include a consent statement that a parent or guardian authorizes first-aid or emergency care and will not hold the Government responsible for any non-program accident or illness.
(8) Have or be able to obtain a work permit as required under the laws of the State in which programs will be carried out.
(9) Have a social security number prior to entrance into the program.

c. *Other Selection Criteria.*

(1) A selectee must obtain satisfactory medical certification to indicate physical suitability for participation in group work-learning assignments, and a group residential situation. Certification will be on the approved YCC medical history form.
(2) Previous participants may be selected for the current year's program. However, not more than 5 percent in any camp may be returning youth.
(3) YCC youth leaders may be selected as an adjunct to the staff. Leadership appointments may be made of either previous participants or first season enrollees, and leaders should have some of the following qualifications:

(a) Experience in the use of hand tools on outdoor work related to conservation.
(b) Experience in any type of work which involved dealing with others and demonstrated the applicant's ability to work effectively with others.
(c) Leadership experience as evidenced by directing groups of people, including the ability to win respect, gain confidence, and motivate through effective communication.
(d) Ability to assume partial staff responsibility for the activities of other youth in some aspect of camp operations.

d. *Forms and Records.* These forms are approved by the Office of Management and Budget.

(1) Application.
(2) Medical History.

G. *Budget and Finance*

1. *Budget.* The Department of Agriculture and the Department of the Interior will jointly formulate and prepare the program budget and apportionment schedule. Copies of the budget and apportionment will be furnished to the responsible offices at the time they are

submitted. Budget briefing materials for use in testimony at the Office of Management and Budget and congressional appropriation hearings will be jointly prepared and approved.

2. *Funding*. The Department of Agriculture, Forest Service will receive the initial funds and transfer one-half to the Department of the Interior on an SF-1151. A letter will be attached to the SF-1151 enumerating the reports needed from Interior in order for the Forest Service to meet the reporting requirements of the Office of Management and Budget and the Department of Treasury.

3. *Accounting*. A financial report will be prepared by each Department for consolidation by Agriculture as of September 30 each year, and will cover the summer YCC program. The report will be summarized by individual camp. The report will be divided into the following elements:

   a. *Staff Pay*. Include pay, benefits, and travel, net of any deductions made for meals and quarters furnished, and salary portion of cooperative agreements.
   b. *Food*. Include cost of food and related freight charges; food portion of cooperative agreements.
   c. *Enrollee Pay*. Includes pay, benefits, and transportation (round trip outlined in pay plan) of enrollees.
   d. *Capital Investment*. Facilities and Equipment.
   e. *Camp Opening and Closing Costs*.
   f. *Work Project Costs*. Materials, Equipment and Technical Assistance, Safety Equipment, Transportation.
   g. *All Other*. Includes medical (first-aid type) expense, utilities, camp maintenance costs, camp recreation, and all other supplies.
   h. *Program Direction*. Includes support services other than Technical Assistance, and program administration expenses at location other than the projects.

H. *Public Information and Community Relations*

1. *Objective*

   a. The Departments will jointly strive to bring about the highest possible level of public understanding, acceptance, and support of the Youth Conservation Corps.
   b. Each Department will initiate, encourage, and support the development of a strong and effective community relations program for each YCC camp or project under its jurisdiction. To the extent that it is meaningful and feasible, local communities will be involved in the YCC program.

2. *Policy*

   a. The overall responsibility for Public Information and Community Relations policy concerning the YCC program is vested in the Interior-Agriculture Coordination Committee. All national media releases will be issued jointly by the two Departments.

b. A recruiting information effort will be made to reach all eligible youth. This will be accomplished by publicizing the program extensively. Special efforts will be made to provide information to minority low income and non-school categories of eligible youth. All new items publicizing the YCC shall describe the program well and point out the very limited number of positions available.

c. Local media releases concerning a specific camp or project or groups of camps or projects will be issued by the appropriate administering units of each Department.

d. The initiation, development, and maintenance of effective community relations programs involving local communities located at or near the sites of YCC camps or projects is the responsibility of the appropriate administering unit of each Department. Efforts will be made to involve appropriate local organizations, such as churches, youth-serving organizations, and civic and service groups in the support of the YCC program.

I. *Evaluation and Research*. Evaluation and research conducted in support of the program will be in accordance with a study plan prepared and agreed to by the Coordination Committee. Research by non-Federal research organizations or individuals involving information gathered from YCC enrollees will be subject to prior approval by the Coordination Committee.

J. *Use of YCC facilities* for environmental/ecological education camps during periods of non-use by the YCC.

1. *Objectives*

a. The Departments will provide to the extent possible, that permanent or semi-permanent facilities used as YCC camps will be made available to local schools, school districts, State junior colleges and universities, and other education institutions for use as environmental/ecological education camps during periods of non-use by the Corps program.

2. *Policy*

a. Each Department will be responsible for determining the conditions under which facilities under its jurisdiction will be made available for this purpose.

b. Costs for operations, maintenance, and staffing of YCC facilities during periods of use by non-Corps programs as well as any liability for personal injury or property damage stemming from such use shall be the responsibility of the entity or organization using the facility and shall not be a responsibility of the Departments or the Corps.

K. *Distribution of YCC Funds*

1. *Objective*. When the YCC appropriation increases, permitting program expansion, the Departments will utilize an equitable method of fund distribution on a State-by-State basis, considering both Federal and non-Federal programs.

2. *Basic Direction and Policy*. The approved method of assigning funds to States provides for flexibility and the use of sound judgment and equitable consideration. The Departments will consider (1) the amount of funds appropriated and available, (2) the population and public land ownership of each State in relation to that of the United States, and (3) the capability of Federal and State programs to employ youth in projects on public lands within the State. In allocating grant funds to States, the Departments will consider the total program funds assigned to each State. In accordance with congressional intent expressed in legislative history, preference in grant fund allocation may be given to States with fewer Federal lands.

a. *Initial Allocation of Funds - Principles of YCC Fund Allocation for each State*. In the allocation of funds, the Departments will:

(1) By using the fund distribution method, assign funds to each State. This assignment includes both Federal program funds and State grant funds. Total allocation summary is to be the current fiscal year appropriation less Washington Office and other administrative expenses.

(2) Collect data on program capability and interest for each State from field units in (a) Forest Service, (b) USDI, (c) States, and (d) other Federal agencies if applicable.

(3) Confer to determine the three-way split of funding for each State, with division of funds to consider Forest Service, USDI, and States. The percentage share of funding for each agency (USDA, USDI, State) may vary in a State and may also vary from one State to another. However, the total distribution of funds must be apportioned 35 percent to the USDA-Forest Service, 35 percent to USDI, and 30 percent to the States. In such conference and negotiations, the following considerations shall be made:

(a) When it is jointly determined that a Federal agency outside the Departments of Agriculture and Interior is to be provided with Federal programs funding, the cost shall be shared equally by USDA and USDI.

(b) The USDA and USDI will share the Federal program funds in a State equally when there is a capability and desire to do so. In the event one Department has a larger Federal program planned for a State, the other Department will be allowed to "catch-up" on its Federal program level in that State.

(c) In giving direction to their field offices, the Departments of Agriculture and Interior shall encourage the development of camps wherever possible in States of low Federal participation. The Departments shall consider within their capabilities such things as facilities, readiness costs, work project availability, desire of field offices to operate programs, and operating costs.

(d) Funds needed by the Departments to administer the State grant program shall be drawn off the top of the "30 percent" portion of appropriations and shared equally by both Departments.

(e) Every State will be allocated a base fund amount of Federal grant dollars. This is to permit a grant application that would provide for at least a minimum size viable YCC State program.

(f) Preference in grant fund allocations will be given to States with fewer Federal lands.

b. *Excess Grant Funds from Current Year.* Some States fail to submit satisfactory application for available grant funds. Other States apply for only a portion of the initial allocation. These funds are thus considered "excess" and are to be immediately reallocated in the same year. In reallocating excess grant funds, the Departments will consider proposals from individual States which must submit pre-application forms in accordance with attachment M of FMC 74-7 and Departmental instructions.

c. *Carry-over or Unspent Grant Funds from Previous Year.* Some States will not spend all the Federal money granted to them. These "carry-over" funds must be returned to the Federal Government for reallocation in the next year's YCC program. As first priority in reallocation, the carry-over funds will be made available, if requested, to the same States and in the same quantity, provided that:

(1) The State being considered received only an initial allocation and no excess funds.

(2) The Agriculture and Interior DFRs jointly agree and recommend that the State be reallocated the funds it did not spend the previous year, based on their assessment of program quality and the State's previous performance. As with any other YCC Federal Grant funds, carryover or unspent grant funds must be matched by the States in the application process.

d. Funds allocated for programs and projects on lands administered by "other Federal agencies," as authorized by Section 3a(2) of the Act, shall be jointly approved and equally apportioned from each Department's Federal program share of the YCC appropriation.

L. *Grant Program for State Projects*

1. *Objectives.* The Departments will jointly establish a grant program for States to assist them in meeting the cost of projects for the employment of young men and women to develop, preserve, and maintain non-Federal public lands and waters within the States.

2. *Basic Direction and Policy.* The Interior-Agriculture Coordination Committee will:

a. Develop guidelines for States to follow in making applications for YCC program grants.

b. Establish criteria to determine acceptability of grant applications. In the grant approval process, consideration will be made as to quality of State proposals, cost to the Federal Government of each program in relation to the estimated quality and quantity factors of projects proposed.

c. Provide a system in each Department for decentralized handling of State grants. Forest Service and Interior Designated Field Representatives (DFRs) will be assigned in each State to work with the States' YCC designee. Delegated responsibility is to include grant application review and approval authority within limitations established. The Secretaries' representatives must jointly approve grant proposals. Approval or disapproval of proposals will be documented by a formal letter to the Program Agent. Designated Field Representatives will also provide technical assistance to States, administer grants, monitor projects, and prepare or transmit appropriate reports. Recruiting is also a DFR responsibility.

d. Establish a system for all grant disbursement to be handled by a single service center.

e. Develop and implement a system for auditing State grant projects.

In accordance with the USDA-USDI Memorandum of Understanding, we the Co-Chairmen of the YCC Coordination Committee, approve the program as described in this supplement.

Deputy Assistant Secretary for Management Department of the Interior	Deputy Chief, U.S. Forest Service Department of Agriculture
DATE 4-18-75	DATE April 3, 1975

CHAPTER 2

CENTER STAFFING, ORGANIZATION, AND MANAGEMENT

1. **Policy.** The organization and management of YCC camps will be governed by program objectives, legal requirements, budget limitations, and the broad guidelines established by the Department of the Interior, participating Bureau and designated Project Managers. Within these objectives, limitations and guidelines, individual camp operations will be the responsibility of Camp Directors.

2. **Responsibilities.**

A. *Department of the Interior.* The Assistant Secretary-Management is assigned overall responsibility for the YCC program in the Department, and has designated the Director, Manpower Training and Youth Activities as having responsibility for the management and administrative aspects of the program.

B. *Bureaus.* Each participating head is responsible for the YCC program within his Bureau, and this responsibility is exercised for him by a YCC Coordinator.

C. *Field Offices.* Managers of field offices are responsible for the YCC program(s) which are in operation on lands under their jurisdiction. He should appoint a coordinator to act as liaison between him and lower echelon offices that host a YCC project. The Office Manager who hosts a YCC project will act as Project Manager or appoint a member of his staff to act as Project Manager for him.

D. *Project Manager.* Project Managers are responsible for program management and coordination of the YCC project at the local level.

E. *Camp Director.* The Camp Director is responsible for all camp operating activities, including supervision of staff personnel and corpsmembers assigned to his camp.

3. **Camp Organization.** Camp organization will be influenced by a number of factors, and each camp will differ from the others in some aspects. Some examples of factors to be considered are:

> Cooperative Agreement differences, staffing availability, types of work projects, and facility differences.

Staffing guidelines follow this Section of the Program Handbook as the balance of Chapter 2.

4. **Camp Staffing**

A. *Project Manager.* The Project Manager is a permanent employee of the Host Agency who is responsible for the operation of the YCC program at the local level.

Attends YCC staff training sessions to become familiar with the concepts and goals of the program; after which he/she briefs host agency officials and performs initial community relations work to inform the local community about the YCC program.

Makes the necessary arrangements for employment of camp personnel.

Contacts proposed contractors to develop guidelines and standards which adhere to the principles and goals of the YCC program.

Takes the necessary action to provide sufficient work projects, required transportation, and materials and supplies needed to accomplish the work program.

Assures that a fully integrated environmental work/education program is implemented in all phases of his camp.

Provides guidance and leadership to the camp director and assists in staff training of camp personnel. Oversees the entire operation of the YCC program at the local level and insures that the required reports are completed and submitted on schedule.

B. *Camp Director.* The Camp Director serves as the principal official for the operation and management of a YCC camp.

Camp Director is directly responsible to the Federal agency sponsoring the camp to implement and carry out the YCC program within the framework of applicable laws, regulations, delegations, and other guidelines and limitations.

Camp Director provides leadership and supervision for all camp activities and all personnel assigned to the camp.

Camp Director is responsible for the welfare, health, education, work, recreation, and safety of enrollees aged 15 through 18 years.

Camp Director insures that quarters and other camp facilities are maintained consistent with good order, sound health and safety standards, and standards of adequacy. He/she resolves general problems of housing and feeding enrollees.

Camp Director is responsible for necessary administrative services pertaining to procurement, storage, and distribution of supplies; maintaining required financial management controls and records; personnel management, contracts, and arrangement for services which cannot be provided within camp resources; and general management.

Camp Director is responsible for good community relations and mutual understanding with nearby communities in matters which affect enrollees, and endeavors to resolve problems which arise.

The Camp Director supervises camp activities in development and conduct of approved recreational program, counseling, and other off-duty activities. He/she is responsible for discipline of the enrollees both in the camp and in the surrounding communities, and is responsible for carrying out work projects which have been approved by higher organizational levels in accordance with controls prescribed, and subject to inspection for compliance with such controls.

Camp Director is responsible for staff orientation and training. Staff training shall include, but is not limited to, organizing, planning, scheduling, and administering training programs that meet all goals and objectives of the YCC program. Camp Director is responsible for creating an atmosphere in which staff members are totally committed, not only to their specific areas of responsibility, but to the overall success of the YCC program.

C. *Program Officer.* The Program Officer serves as a member of the Camp Director's immediate staff in planning and conducting the overall program assignments to the camp. Program Officer provides specific information

relating to work programs in natural resource conservation and management that is of value in formulating overall camp policies, plans and procedures.

Program Officer manages the functions of the work program, Environmental Education, group living, and leisure time activities and provides leadership and supervision to subordinate program heads engaged in carrying out these programs.

Program Officer insures that sound health and safety standards are provided and that all activities are performed in a safe manner.

D. *Environmental Education Instructor*. The Environmental Education Instructor works under the supervision and guidance of the Program Officer. Environmental Education Instructor is responsible for the planning, development, implementation and evaluation of an integrated environmental work/education program which will meet the goals and objectives of the YCC Program. Environmental Education Instructor is responsible for development of environmental education training for staff and enrollees, and will conduct training by individual work groups or cimbination of work groups, as appropriate.

E. *Work Coordinator*. The Work Coordinator works under the supervision and guidance of the Program Officer. He/she is responsible for carrying out field work project assignments and provides leadership and supervision to Group Leaders who direct work at field project sites. Work Coordinator will coordinate his work project program with the Environmental Education Instructor, and keep him/her advised of changes in work schedules or projects that would effect the environmental education aspects of the program. Work Coordinator will assist the Environmental Education Instructor in the environmental training of the work group leaders, youth leaders and enrollees.

Work Coordinator plans and directs the activities of 4-6 Group Leaders on work projects with responsibility for assigning enrollees to work crews, observing work in progress, and inspecting completed work for adequacy and conformity to standards. He/she compiles and maintains records and reports of work projects.

Work Coordinator assures that materials, tools, and equipment are provided and that all assigned work is performed in a safe manner.

F. *Group Leader*. The Group Leader works under the direct supervision of the Work Coordinator in conducting natural resource conservation work for a group of 10-12 enrollees. The Group Leader is responsible for carrying out work assignments and insures that work is performed in a safe manner. The Group Leader keeps individual records of project assignments. He/she provides guidance and counseling to enrollees assigned to his work crew and performs other camp functions as assigned by the Program Officer.

G. *Group Living Specialist*. The Group Living Specialist works under the supervision and guidance of the Program Officer. He/she is responsible for the group-living program, planning and implementing recreational activities of enrollees.

Group Living Specialist will coordinate group living activities, including camp living, recreation and social activities, with the Environmental Education Instructor, and receives assistance from other camp personnel as assigned. He/she insures that sound health and safety standards are maintained.

H. *Administrative Officer*. The Administrative Officer serves as a member of the Camp Director's immediate staff in planning and conducting the overall

program assignments to the camp. The Administrative Officer provides specific information relating to administrative functions that is of value in formulating overall camp policies, plans, and procedures.

The Administrative Officer is responsible for necessary administrative services pertaining to procurement, storage, and distribution of supplies, maintaining required financial management controls and records, personnel management, and contractual management for services which cannot be provided within camp resources.

The Administrative Officer is also responsible for the administration of programs within the camp which include food service, maintenance, and health of enrollees, and provides leadership and supervision to subordinate program heads engaged in carrying out these programs.

I. *Clerk.* The Clerk works under the supervision and guidance of the Administrative Officer. He/she assists the Administrative Officer in clerical matters and is responsible for the operation of the First Aid Station.

J. *Cook.* The Cook works under the supervision and guidance of the Administrative Officer and is responsible for the operation and management of the kitchen and dining facilities, food acquisition and storage food preparation, sanitation, and other related functions.

He/she maintains the dining facilities in good order and insures that adequate health and safety standards are followed. He/she insures that safe working conditions and safety equipment are provided and that all work is performed in a safe manner.

K. *Maintenance Technician.* The Maintenance Technician works under the supervision and guidance of the Administrative Officer. The Maintenance Technician is responsible for the repair and maintenance of camp facilities. He/she insures that camp facilities are maintained consistent with good order, sound health and safety standards, and standards of adequacy. He/she determines if specialized assistance is required and secures the approval of the Administrative Officer before specialized services are acquired. The Maintenance Technician maintains a permanent record of maintenance performed. He/she performs other camp functions as assigned by the Administrative Officer.

L. *Youth Leaders.* Youth Leaders are expected to serve as an adjunct to staff, i.e. they are supposed to assume partial responsibility for other youth in some aspect of the camp program. Youth Leaders pay is not intended as a supplement to income for any category of youth, nor as an incentive or reward for superior performance of duties expected from all youth.

For further information on the criteria for selection of youth as Youth Leaders, see Chapter 6, Youth Recruitment, Screening, and Selection.

Additional details concerning responsibilities of the key positions identified in A thru D above may be found in other chapters relating to specific functions i.e., Environmental Work/Education, Enrollee Living, Community Relations, etc.

5. **Staff Recruitment and Placement.** Recruiting of staff for the Youth Conservation Corps program is the most critical element regarding program success or failure. The relationships possible between staff and enrollees will greatly effect not only the satisfaction of all members, particularly the youth, but also the amount and quality of work production of any camp.

Staff recruiting efforts should seek out persons who have a sincere interest, personal commitment, and positive attitude toward youth. Staff recruiting must achieve a balance of expertise between environmental knowledge, youth related counseling skills, vocational and manual skills, interest, and understanding of today's young people and good leadership and cooperative abilities. All foregoing qualities are rarely available in one person, and therefore, the balance must be developed in the total staff. While work production is a requirement of the program, personnel with only work oriented motivations are not the most desirable types of staff members for group leaders. Equally undesirable would be personnel with only youth oriented goals and motivations.

Every effort must be made to recruit and employ qualified female and minority staff for the YCC. This is especially important where Camps have significant numbers of female or minority enrollees. Equality in staff selection is no less important than in selection of youth for the program.

A balance of expertise must be developed within the staff, and augmented by the specialities of permanent facility personnel, in a variety of areas. Outside sources may also be used to provide expertise in unique areas. Often talents and skills of the enrollees may be used.

Examples from past experience include use of retired carpenters for teaching basic skills on projects requiring construction of buildings, shelters and cabins. Often these personnel may be hired as WAE employees, and reduce project costs. In some cases, college and graduate students with engineering skills in design, planning and surveying were highly capable of teaching basic engineering skills to enrollees, but lacked ecological and environmental skills to totally analyse a project. The project may have been structually sound, but weak in minimizing environmental impact. Staff balance can minimize any overaction or reaction by basic staff expertise or motivation.

6. **Camp Supervisory and Support Staff.** The camp's supervisory and support staff may be employed by any one or more of the following methods:

A. *Employee Details.* Detailing regular employees to offer a training and development experience for persons with potential for growth. Although the assignment would be of short duration, it would enable the Regional Director to evaluate the employee's effectiveness.

B. *School System Cooperation.* Cooperating with the local school system for staffing, recreational activities, environmental education and selection of enrollees. In most instances the contractor will be the local school system. Under one planned mode of YCC operations, the contractor will be responsible for the entire operation of the Center. This would include the selection of youth (if a local school system), staffing (Camp Director, Counselors, Cooks, etc.), recreational activities program, scheduling of youth in the work activities program in conjunction with and under the supervision of the host bureau, environmental education program including coordinated assistance of a specialist from the host bureau (Biologists, Agronomists, Wildlife Manager, Foresting Specialists, etc.).

C. *Use of Contractor.* The second planned concept of contractor involvement would limit the local school system's participation to the selection of selected individuals for temporary employment as YCC Center Staff. Under these conditions the Center would be under the direct supervision of the host bureau's Project Manager at the site (Park Superintendent, Refuge Manager, District Manager, Area Superintendent or Project Manager).

D. *Direct Recruiting.* Direct recruiting by the Agency for the Center's temporary staff. Two Bureaus, Park Service and Indian Affairs have already been granted special authorities for seasonal employment that they may use. In addition, Volunteers in the Park Act (Public Law 91-357) authorizes the services of individuals without regard to the civil service classification laws, rules, or regulations, to serve without compensation as volunteers for or in aid of interpretive functions. . .he shall not be deemed a Federal employee and shall not be subject to the provisions of law relating to Federal employment except for the purpose of the tort claim provisions of Title 28 U.S.C. and subchapter 81 of title 5 of the U.S.C. (This is another source of attracting competent personnel, if needed).

E. *Field Assistants.* Schedule A, Authority 213.3112(a) (4) for temporary, intermittent, or seasonal field assistants at GS-5, or its equivalent, and below, in such areas as forestry, range management, soils, engineering, fishery and wildlife management, and with surveying parties. Employment under this authority shall not exceed 180 working days a year for positions at GS-4 and below in survey parties in the Bureau of Land Management and Geological Survey and shall not exceed 130 working days a year for other positions authorized under this paragraph. This authority shall not apply to positions of field assistants engaged in fishery management work in Alaska.

(The duties of some of the field assistants covered in this authority may fall in the same general occupational areas as those included in certain student-trainee positions that are in the competititve service and to which career-conditional appointments are made. Therefore, this excepted authority is not to be used for bona fide student-trainee positions in which the duties consist of a combination of on-the-job training and regular scholastic training at a college or university. As used in this authority, "field assistant" covers positions the duties of which are to perform subordinate technical work in one of the areas covered by the authority, including the area of geology, for example, positions that could be properly classified as fishery aid, engineering aid, surveying aid, and cartographic aid, etc. It also covers drillers and samplers on mining projects of the Bureau of Mines and camp hands in Geological Survey, but it does not include positions such as laborer and truck driver or those in the trades, crafts or clerical fields. The authority is applicable only to positions in the "field" service, as applicable to positions where the duties are performed primarily in the field (as opposed to duties in an office), or in a laboratory or an experimental station).

F. *Faculty Members.* Schedule A, Authority 213.3102(0) for use of faculty members and 213.3102(q) GS-7 and below for (1) students to assist scientific, professional or technical employees, pursuing courses related to the field in which employed; or (2) bona fide high school science and mathematics teachers.

No further exception to the Summer Excepted Authority will be made. Your field establishments should be so advised and requested to submit their requests, as soon as possible, to the Civil Service Commission's Area Office maintaining the Summer Rosters for their geographical locations.

The Commission will, as in the past, authorize direct hiring authority in the absence of eligibles on the Summer Roster. In preparing their requests for summer employees, the field offices should specifiy the number and the specialty, e.g., biologist, naturalist, historian, etc., they are looking for, for the YCC. A date should also be specified to allow sufficient time for recruitment, if necessary.

G. *College Work/Study Program.* A further example of a potential staff resource is the College Work-Study Program, authorized by the Economic

Opportunity Act of 1964. The purpose of the program is to increase part-time employment opportunities for students, particularly from low-income families, so that they may continue to pursue their studies. Federal grants are made to eligible institutions to assist these institutions (many colleges and universities, nationwide) in creating or finding employment for their students. Such students may serve as YCC staff members, and should provide some camps with potentially excellent personnel. The work-study program grants may fund up to 80% of these students' salaries, with a potential reduction of staff cost to the YCC. If YCC Project Managers and Camp Directors are interested in hiring available students participating in the Work-Study Program, they should contact the Program Coordinator at the nearest college or university.

7. Position Classification of YCC Camp Staff

A. *General.* The classification authorities and the limitations thereon contained in this guide have been developed so that to the maximum extent possible, numbers and levels of positions at the YCC camps can be set by local people to meet local requirements with minimum interference by the Department.

Except in areas where cost of living allowance regulations apply, salary costs per camp will not exceed 35% of the camp budget.

B. *Bureau Classification Authorities*

1. *Delegation of Authority.* The position classification authorities provided by this guide are hereby delegated directly to the bureau chiefs of position classification. The bureau chiefs of position classification may, in turn, redelegate all or any portion of these authorities to the lowest practical level within their bureaus.

2. *Description, Series Classification and Titling - All Positions.* Bureaus will describe and classify all positions to the proper series and assign the titles required in accordance with governing positions of this guide. These are organizational titles only and have been used simply for ready identification.

3. *Key Camp Positions - Grade Level Ceilings.* Bureaus will classify key YCC camp staff positions in accordance with CSC Regulations.

4. *Regular Camp Positions - Grade Levels.* YCC camp staff positions such as clerks and cooks, will be classified by the bureaus to proper grades under existing bureau classification authorities.

5. *Employee Details.* Bureaus may detail employees from their present positions to YCC camp staff positions provided: (1) the employees's present and the YCC camp staff positions are at the same grade level or (2) the YCC camp staff positions to which employees are detailed are at a higher grade level than the employee's present grade.

8. Limitations on Bureau Classification Actions

A. *Employee Details From Higher Graded Positions.* The detail of employees from higher graded positions in their parent bureaus to lower graded positions can be made under existing personnel procedures. In such instances, however, the difference in salary between the employees' higher graded bureau

position and the salary of the lower graded YCC camp staff position will be made up by the employees' parent bureau. This salary difference will not be made up from YCC funds.

When the Bureau is seeking reimbursement for the salaries of detailed Bureau employees, justifications must be included to establish the names of the employees, the YCC camp, positions detailed to, and salary level of the detailed employees.

9. Physical Plant and Capital Equipment

A. *Policy.* The Bureaus are responsible for the acquisition, management, security, and maintenance of facilities and equipment utilized for the YCC program. The most economical means consistent with program objectivies, funds, and projected needs will be used to acquire, manage, operate, maintain and repair or replace facilities and equipment.

B. *Capital Equipment.* The YCC pilot program is not to accumulate capital equipment. Such equipment secured for use during the pilot program must be gained on a loan or rental basis. All other equipment purchased with funds furnished by the YCC program become the property of the Host Agency.

C. *Accountability and Identification of YCC Property.* The Host Agency is responsible for accounting for all YCC property and all property will be marked and identified with the YCC program. Federal accountability procedures are to be followed.

10. Security

A. *Policy.* Project Managers and Camp Directors will be responsible for physical security of all real and personal property at YCC camps.

B. *Requirements.* Project Managers and Camp Directors are required to develop plans and Procedures for their camp which provide for the adequate protection of all property under the jurisdiction or custodianship of the camp against theft, damage, or loss.

11. Maintenance

A. *Policy.* YCC facilities and equipment shall be maintained in such condition that they may be utilized effectively and continuously for their intended purpose. The maintenance of facilities shall be carried out so as to assure the usefulness of the property and protect the investment.

B. *Requirements.* A complete maintenance plan must be established and in operation for each camp in order to preserve the facility and reduce operating costs. This maintenance plan shall contain "as-built" plans and shall address itself to all aspects of maintenance. Maintenance does not contemplate the improvement of any facility to a condition that is better than that when it was obtained.

12. Rehabilitation

A. *Policy.* Rehabilitation of acquired Federal facilities to carry out the objectives of the YCC program will be held to a minimum, but should be sufficient to provide for adequate safety, health and welfare of youth.

B. *Requirements.* All proposed rehabilitation projects must receive approval from the appropriate Bureau official. Rehabilitation of non-Federal facilities is not authorized. Non-Federal agencies, whose facilities are to be utilized for YCC programs, should consider facility rehabilitation needs sufficient to carry out the objectives of the program and include those needs under the terms and conditions of their contract.

13. **Camp Communications.** Where economically feasible, telephone communication will be provided. Where remoteness of camps limit telephone installation, radio equipment may be provided by the sponsoring agency within established radio equipment allocations and network.

14. **Enrollee Records.** To establish a basic record for each corpsmember, a personnel record folder (standard size manila folder) will be maintained and retained. Listed below is a suggested order of organization for the maintenance of accumlated documents.

Left Side of Folder	Right Side of Folder
1. Medical examination certificate	1. Accumulated personnel actions
2. Parental consent	2. Medical summary
3. Enrollee agreement	3. Group living summary
4. Personnel data	4. Conservation education summary
5. Termination form	5. Work experience summary

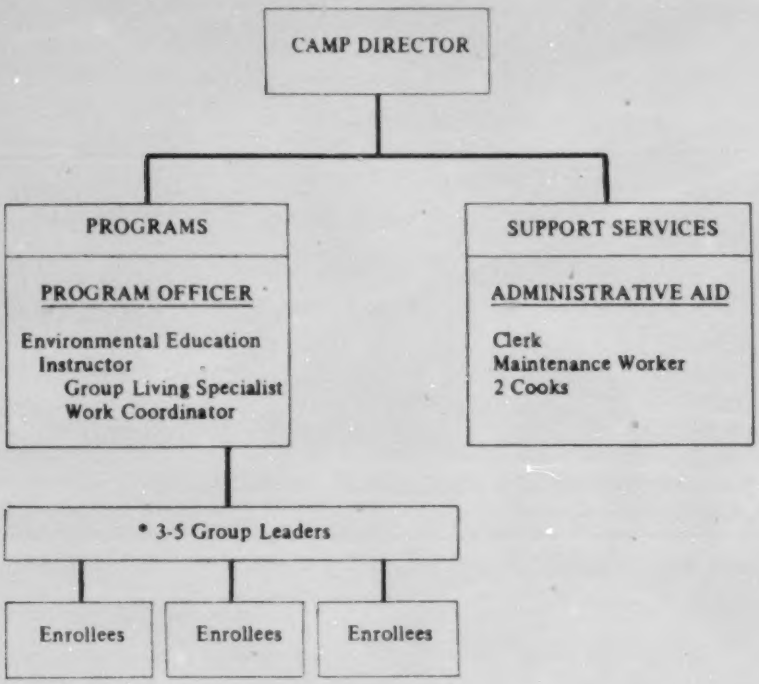
At the close of the summer program, corpsmember records shall be forwarded to the Administrative Services Center, Salt Lake City, Utah. Prior to shipment, records will be checked to insure they are complete and do not contain duplicate copies of information.

15. **Withdrawal of Consent.** Participation in the YCC program is voluntary with consent of the parent or legal guardian. Should the parent or legal guardian withdraw consent, an enrollee will be returned to his home. Withdrawal of consent must be in writing. YCC enrollees will not be permitted to decide by themselves to withdraw from the program. Termination procedures will be followed.

16. **Leaves and Passes.** YCC enrollees may leave the camp during off duty hours only with the permission of the Camp Director. A sign-out register will be maintained. It should indicate the enrollees intended whereabouts during his absence, the date and time of his departure, and the expected date and time of his return.

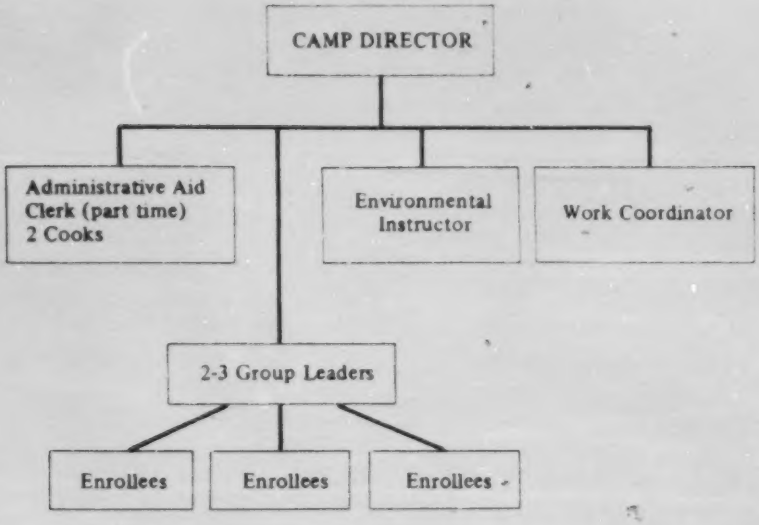
17. **Legal Assistance.** YCC enrollees are subject to State and local laws and regulations. No legal assistance is provided by the YCC for misconduct or other violation of the law. Arrangements for handling such incidents are the responsibility of the parent or guardian. It will be the responsibility of the Camp Director to notify the parent or legal guardian of such incidents and to insure, where possible, the protection of the rights of the individual enrollee.

SAMPLE ORGANIZATION CHART FOR MEDIUM TO LARGE RESIDENTIAL CAMP

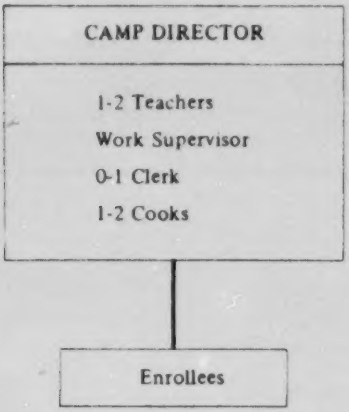


• Group Leaders report directly to Program Officer

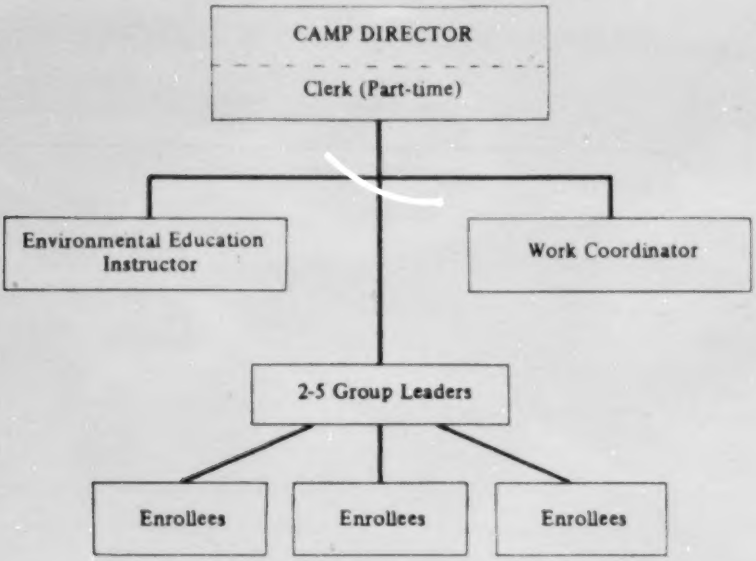
SAMPLE ORGANIZATION CHART FOR SMALL TO MEDIUM RESIDENTIAL CAMP



SAMPLE ORGANIZATION CHART FOR SMALL RESIDENTIAL CAMP



SAMPLE ORGANIZATION CHART FOR MEDIUM TO LARGE NON-RESIDENTIAL CAMP



CHAPTER 3

PRIVACY ACT

1. **Policy.** The Privacy Act of 1974, 5 U.S.C. 552a, which became effective on September 27, 1975, has considerable impact on the Department and the Youth Conservation Corps Program. The Privacy Act strictly regulates all Federal systems of records (records which are identifiable back to the individual through name, number, or symbol). The purpose of the act is to protect the rights of individuals by insuring that all systems of records maintained by the Federal Government are relevant, accurate, timely, complete, and necessary to accomplish the purpose(s) of programs expressly required by statute or Executive Order of the President.

The Department proposed rules for handling privacy act material in Federal Register Volume 40, No. 166, August 26, 1975 (43-CFR Pt. II). In turn, notices of detailed controls and disclosures of Departmental records, which include those of the YCC Program, were included in the Federal Register for September 5, 1975, (Pt. II). Copies of individual categories of records maintained within the YCC Program, with instructions on maintenance, safeguards, and disclosure have been sent to all Project Managers and appropriate YCC offices and officials. Additional copies of these notices may be obtained from the Manager, Program Evaluation Division, Office of Manpower Training and Youth Activities, Interior Building, 18th and C Street, N.W., Washington, D.C. 20240. The detailed notices pertaining to camp, recruitment, and ASC records, are also included below as part of this Chapter.

2. **Types of Record Systems.** Included in this Chapter will be summarized data on each major records system, with instructions for maintenance, safeguards, and disposal of the records, followed by the more detailed guidelines concerning routine uses, policies and practices for storing, retrieving, notification, access, and contest procedures as published in the Federal Register. The balance of the Chapter will concern: camp records on current and past enrollees; payroll records on current and past enrollees; medical and permission records on past enrollees; and recruitment records on current enrollees.

3. **Prohibition.** Under no circumstances should records other than those specifically mentioned in this Chapter be acquired or maintained, and guidelines concerning storage, retrieval, access, and contest should be *strictly* adhered to under all circumstances.

4. **YCC Enrollee Records Systems.**

A. *Camp Records–Current and Past Enrollees:* Certain records on current YCC enrollees must be maintained by Camp Directors, such as application forms, medical history, accident, and treatment forms, personal and statistical information and, occasionally, enrollee performance evaluation.

For past enrollees it is anticipated that Camp Directors will wish to maintain a simple list of names and addresses. It is also assumed that Camp

Directors will require application forms for alternates which may be considered during the current program year. No other information should be maintained on current, alternate, or past enrollees at camp level.

(1) *Camp Record Maintenance and Safeguards.* Storage of all enrollee records should be in individual personnel jackets identified by name. All personnel information should be stored in metal filing cabinets under combination or key locks.

(2) *Camp Record Retention and Disposal.* The above mentioned records may be maintained until the closure of the camp at the end of the program year. *At such time, all camp records must be destroyed except the following:*

a. Current enrollee medical, related accident, injury, or treatment forms, and the parental permission portion of the YCC Application. *These records only* will be consolidated, stapled together by individual name, placed in a folder identified by camp name and number, and sent at time of camp closure to:

Administrative Service Center
U.S. Bureau of Reclamation
P.O. Box 11568
Salt Lake City, Utah 84111
Attention Mr. Dick Erickson—Enrollee Records

b. Name and addresses *only* of past enrollees.

B. *Camp Record Access Procedures.* Since no information on past enrollees is to be maintained at individual camps, except names and addresses of enrollees, requests for information should be very limited. In the event, however, of requests concerning names or addresses of enrollees, Camp Directors may furnish *an individual name and address* to an appropriate official or organization at the discretion of the Camp Director. *Lists* of enrollee names and addresses may be released *only* to officials of the Department of the Interior, or other individuals or organizations designated in writing by the Director, Office of Manpower Training and Youth Activities.

C. *Camp Records—Federal Register Excerpts:*

CAMP RECORDS—CURRENT ENROLLEES

System name: Youth Conservation Corps (YCC) Enrollee Records—Interior, Office of the Secretary—18.

System location: (1) All USDI Federal Camp Directors' Offices. Addresses of YCC Camp Directors may be obtained each year by writing to the System Manager. (2) Administrative Services Center, Bureau of Reclamation, Salt Lake City, Utah 84147.

Categories of individuals covered by the system: Enrollees of current year USDI Federal YCC program.

Categories of records in the system: (1) Current Enrollees: USDI Application Forms, USDI Medical History Forms, Personal and Statistical Information. (2) Optional: Evaluation of enrollee's performance by camp staff; Accident,

injury and treatment forms. (3) Past Enrollees: List of names and addresses. (4) Current Alternates: USDI Application Forms.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Identification of current and past enrollees and current alternates. (2) Selection of alternate upon enrollee withdrawal from program. (3) Enrollee participation record for school credit. (4) Disclosure to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information and other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (5) Disclosure to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (6) Disclosure to the U.S. Department of Agriculture in connection with joint administration of YCC program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage–maintained in personnel jackets. (2) Safeguards–stored in metal filing cabinets with three way combination locks or key locks. (3) Retention and Disposal–records are maintained until the end of the current program. At termination, a list of the names and addresses of enrollees is retained, while the parental permission portion of USDI Application Forms and all USDI Medical History Forms and any completed Accident, injury and treatment forms are forwarded to the Administrative Services Center, Bureau of Reclamation, Salt Lake City, Utah 84147. All other non-record information in the system of Records is destroyed. The list of enrollee names and addresses is retained. Disposal schedule is pending. The application forms of current alternates are destroyed at the termination of the current program.

System manager(s) and address: Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: System Manager and camp directors. Camp director will only be able to provide information from records maintained at the camp. See 43 CFR 2.60.

Record access procedures: System Manager or camp directors. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, medical doctor, school or other official.

D. *Payroll Records–Current and Past Enrollees:* Certain records, both computerized and manual, will be maintained by the Administrative Services

Center in Salt Lake City, Utah. Computerized records will include identification of current and past enrollees by both name and social security number, and will contain payroll data on enrollees, and demographic characteristics for statistical purposes. Manual records will include only medical history, accident, and treatment forms, and parental permission information.

(1) *Payroll and Related Record Maintenance and Safeguards.* Storage of all computerized enrollee records should be in accordance with prescribed regulations concerning sensitive computer documents which limits access to appropriate officials only. Manual records shall be stored by program year, by camp, and as received from Camp Directors at the close of the program year. Manual records should be stored in metal filing cabinets or under similiar arrangements under combination or key locks.

(2) *Payroll and Related Records Retention and Disposal.*

a. Computerized payroll and demographic information on enrollees should be maintained permanently on a tape, or series of tapes, in the manner determined most fitting by the Regional ADP Officer.

b. Print out material (as distinguished from magnetic tapes) on payroll and enrollment records should be maintained by ASC for three years and then destroyed.

c. UC-507's and related enrollee record information should be maintained by ASC for a period of three years and then destroyed.

d. Medical history, accident, and treatment forms, and parental consent information forwarded by Camp Directors at the close of the program year, should be maintained by ASC for a period of three years and destroyed except for medical history, accident and treatment forms of enrollees involved in an accident or an incident whereby medical treatment was required. These documents should be retained at ASC for three years and then sent to the National Archives Storage Facility, Denver, Colorado for permanent storage. *No* additional information should be created, maintained, or disposed of by the Administrative Services Center without the written permission of the System Manager, Director, Office of Manpower Training and Youth Activities, 18th and C Streets, N.W., Washington, D.C. 20240.

(3) *Payroll and Related Record Access Procedure.* Because of the volume of requests for payroll and related information by individual enrollees, parents, and guardians during the program and subsequent years, all requests from enrollees, parents, or guardians *concerning an individual record* may be answered directly by the Administrative Services Center. All other requests (by prospective employers, other organizations, or individuals) must be made through the System Manager, Director, Office of Manpower Training and Youth Activities. Written requests from the System Manager must accompany such requests, and be sent by the System Manager to ASC before the record or records may be released.

(4) *Payroll and Related Records—Federal Register Excerpts.*

PAYROLL RECORDS—CURRENT & PAST ENROLLEES

System name: Youth Conservation Corps (YCC) Enrollee Payroll Records File—Interior, Office of the Secretary—19.

System location: Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147. Records are joint records of the

U.S. Department of the Interior, Office of Manpower Training and Youth Activities and the U.S. Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Youth accepted into the YCC program.

Categories of records in the system: Personnel, pay, statistical and termination data compiled by camp officials.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Identification of current and past enrollees. (2) Payroll purposes for current enrollees. (3) To develop demographic characteristics of enrollee population for statistical purposes. (4) Disclosure to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (5) Disclosure to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (6) Disclosure to the Department of the Treasury for preparation of (a) payroll checks and (b) payroll deduction and other checks to Federal, State and local government agencies, non-governmental organizations and individuals. (7) Disclosure to the Internal Revenue Service and to State, commonwealth, territorial and local governments for tax purposes. (8) Disclosure to the Civil Service Commission in connection with the Civil Service retirement system. (9) Disclosure to another Federal agency to which an employee has transferred. (10) Transfer to the U.S. Department of Justice in the event of litigation involving the records or the subject matter of the records. (11) Transfer, in the event there is indicated a violation or potential violation of a statute, regulation, whether civil, criminal or regulatory in nature, to the appropriate agency or agencies, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage – current and past personal and statistical information on magnetic tape and printouts. (2) Retrievability – tape reels are coded by number. (3) Safeguards – tapes are stored in a tape file and vault while printouts are stored in a locked metal filing cabinet. (4) Retention and Disposal – current payroll information is purged from magnetic tapes at the termination of the program after being transferred to a single magnetic tape which is retaining permanently. Other material disposal regulations are pending.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Manpower Training and Youth Activities, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Managers. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Managers. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Managers and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, camp personnel.

ENROLLEE MEDICAL & PERMISSION RECORDS

System name: Youth Conservation Corps (YCC) Enrollee Medical Records – Interior, Office of the Secretary – 20.

System location: Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147.

Categories of individuals covered by the system: Enrollees of past Interior Federal YCC programs.

Categories of records in the system: (1) U.S.D.I. Medical History Forms. (2) Accident, injury and treatment forms. (3) Parental permission portion of the U.S.D.I. Application forms.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Adjudication of FEC Medical claims. (2) Adjudication of tort claims. (3) Disclosure to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (4) Disclosure to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (5) Disclosure to the U.S. Department of Agriculture in connection with joint administration of YCC program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage – manual records. (2) Retrievability – by individual name. (3) Safeguards – maintained with safeguards meeting the requirements of 43 CFR 2.51. (4) Retention and Disposal – pending.

System manager(s) and address: Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, medical doctor, and camp official compiling accident or medical treatment information.

E. *Recruitment Records on Enrollees and Alternates*. Beginning with the 1975 YCC Program, certain records concerning current enrollees and alternates were required as part of files maintained by a YCC Recruiter in each state. Records in this recruiting system originated either from the YCC applicant, or additional information added to the file by the State Recruiter concerning the applicant's selection, and/or non-selection, declination, etc.

(1) *Recruitment Records on Enrollees and Alternates - Maintenance and Safeguards*. All storage of enrollee and alternate information should be handled alphabetically by name, and all records should be kept in confidential files in metal cabinets or similar facilities under combination or key locks.

(2) *Recruitment Records on Enrollees and Alternates Retention and Disposal*. As of October 1975, no system of record retention disposal has been prescribed for use by the National Archives and Records Service.

(3) *Recruitment Records on Enrollees and Alternates Access Procedures*. Any individual or his parent or guardian may request and obtain information as to the records maintained on *that* individual by submitting a written request to the appropriate recruiting official. Other individuals or organizations requiring information on individuals on whom recruiting records are kept, or lists of such individuals, may be obtained only by written request through, and approval of, the System Manager, Director, Office of Manpower Training and Youth Activities, 18th and C Streets, N.W., Washington, D.C., 20240.

(4) *Recruitment Records on Enrollees and Alternates in Federal Register Excerpts*.

ENROLLEE RECORDS - RECRUITMENT

System name: Youth Conservation Corps (YCC) Recruitment Files - Interior, Office of the Secretary - 22.

System location: Office of the YCC recruiter in each State. Address of State recruiter may be obtained each year by writing to the System Managers as listed below.

Categories of individuals covered by the system: Youth between the ages of 15 and 18 who file an application to attend a Forest Service, Department of the Interior, or State Grant YCC camp.

Categories of records in the system: The system consists of application forms submitted by eligible youth.

Authority for maintenance of the system: Public Law 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Selection is made from among applications of all eligible applicants. Persons selected are either offered employment in a YCC camp or placed on an alternate list to be used in case of declinations. Applications of those selected are sent to camps operated by the Forest Service, Department of the Interior, States, Counties, Cities, and other subgrantees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: (1) Storage – manual. (2) Retrievability – applications are filed alphabetically by name of individual applicant. (3) Safeguards – records are kept locked in confidential files. (4) Retention and Disposal – pending.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Manpower Training and Youth Activities, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries should be made to one of the above offices for information regarding this system of records.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him, by submitting a written request to the appropriate official referred to in the preceding paragraph.

Contesting record procedures: A petition for amendment should be submitted to the appropraite System Manager.

Record source categories: The records in this system originate in two ways: (1) The YCC application form prepared by the applicant and any additions or corrections thereto, also prepared by the applicant. (2) Additional information added to the file by the State recruiter concerning the applicant's selection, nonselection, declination, etc.

5. **Utilization of Record Systems**. It must be remembered that the intent of the Privacy Act is to collect *only* that information, and on those individuals, necessary to accomplish the purposes of the Youth Conservation Program that this information be utilized only to the extent necessary to administer said program, that it be released only to certified and appropriate individuals, and that all information be physically safeguarded to the extent feasible and disposed of in accordance with law.

We realize that a number of individuals from the level of the Camp Director to that of Washington Headquarters, require periodic access to such personal

information. This is considered, "Routine Use of Such Information", and is well within the scope of the law. Routine use, however, should not be construed to mean that *unlimited access* of personal information should be granted to anyone within the Department of the Interior or the YCC Program who *claims to have a need for access.*

If, in the judgement of Camp Directors, Project Managers, Bureau or Headquarters officials, or individuals at the Administrative Services Center, information is needed on individuals within the records system, permission may be granted, in writing, at the discretion of the System Manager. Requests for personal information not specified in any of the above paragraphs, or specified in the CFR notices, must be approved by the System Manager. Questions on any aspect of this Chapter, or the Privacy Act, should be directed to: Manager, Program Evaluation Division, Office of Manpower Training and Youth Activities, 18th and C Streets, N.W., Washington, D.C. 20240.

CHAPTER 4

ENROLLEE LIVING

1. **Policy**. Enrollee living covers the entire gamut of the Youth Conservation Corps Camp as it relates to YCC enrollees as individuals, their relationships with each other and staff, their relationship to their environment, and relationships with surrounding communities. The total enrollee living program is directed toward establishing a safe, congenial, and wholesome living environment.

2. **Responsibility**. The Camp Director is responsible for establishing and maintaining an enrollee living program that will respect the privacy of the individual, and at the same time foster a healthy concern for fellow enrollees. Within firm parameters established by each Camp Director and his staff, the staff and enrollees will jointly establish operating procedures, rules, and regulations.

3. **Residential Management.**

A. *Standards*

1. *Rules and Regulations*. The Camp Director and staff, in consultation with the Project Managers, will establish basic camp rules and regulations. At a minimum these will provide:

a) Establishment of Camp boundaries.
b) Clearly identify and post all "high risk" or danger areas such as fuel supplies, etc., and all "off limits" areas within and without camp boundaries.
c) Establish parking areas and post speed limits.
d) Establish clothing guidelines (see also Camp Operations and Management)
e) Office hours and related schedules.
f) Identification of duties of individual staff members.
g) Emergency procedures to cope with natural disasters such as forest or range fires, floods, etc.
h) Smoking and non-smoking areas.
i) Prohibition on drugs and alcholic beverages
j) Procedures for handling emergencies resulting from accidents. (See also safety)

2. *Legal Assistance*. Responsibility for provision of legal counsel is defined under Center Operations and Management, but arrangements should be made for local legal counsel and assistance to provide protection of individual rights as needed. The Camp Director will also identify a local Notary Public to service necessary documents as needed. Normally enrollees will be expected to defray expenses of such services, but for those who qualify, free services provided through community resources should be identified and made available.

3. *Search and Seizure*. The Camp Director will consult with local police officials prior to initiating any search and seizure operations. Preferably, any such situation will be handled with the active participation and assistance of law enforcement officials. In all cases precautions will be taken to avoid "entrapment."

4. *Incarceration*. Camp Directors will arrange in advance for notification of incarceration of any enrollee and for custody of same in minor offenses. Prior arrangements will be made for reciprocal notification in cases of suspected enrollee involvement in criminal offenses such as possession and/or use of unprescribed narcotics. (See Policy/Community Relations)

5. *Leaves and Passes*. (See Chapter 2, Center Staffing, Organization, and Management)

6. *Participant Accountability*. Each Camp Director will maintain a personnel locator on a daily basis in a central location indicating location of each individual enrollee. Work leaders are responsible for personnel assigned to the crews during working hours; at all other times group leaders are accountable. Within resources and site characteristics, each camp will design and maintain a system of instant, absolute accountability.

7. *Inspection*. Each Camp Director will conduct a personal, walk-through, daily inspection of all living areas, kitchen and mess facilities, public use areas such as day rooms, and administrative areas. Deviations from accepted standards of cleanliness and sanitation will be called to the attention of responsible staff for correction prior to the next inspection. Camp Directors and Project Managers will arrange for periodic inspection by city, county, and/or state sanitation personnel in compliance with local ordinance and health regulations, and Bureau safety personnel will conduct scheduled safety inspections of all camp and work activities. Each of these inspections is to be considered a learning opportunity, and enrollees will assist in the inspection procedure to the maximum practicable extent.

8. *Records*. Each Camp Director will maintain a daily log of key findings and actions resulting from daily, routine inspections. Files of formal inspections including reports and action taken will be maintained by each camp as an integral part of the camp history. All such data will be kept in the camp's central files with related administrative detail.

B. *Behavior Management*.

1. *Group Living*. The work group will form the basic or key organizational unit within the camp. Insofar as possible, a given work group will live, eat, and work as a unit. (The obvious exception to this general rule is found in a co-ed situation. In this case two work group leaders will have shared responsibilities.) As a consequence, every effort must be made to form work groups including every facet of background, age, and sex in each group. Work group size should not exceed 10 enrollees under any condition for supervision by a single staff member.

2. *Leadership Training*. Selection of enrollee leaders will be arranged through democratic process involving their peers. Training will be conducted through example, and constantly increasing leadership responsibility on elected

leaders. An active counseling program will be made available to leaders. Staff will make every effort to allow every enrollee leadership experience by selection and assignment to specialized sub-tasks to which youngsters can be assigned without detracting from the status of elected leaders. No special priviledges will be permitted to accrue to leadership positions.

3. *Social Behavior.* Every effort will be made to maintain a friendly, relaxed, congenial, and family-type atmosphere in the living area. Staff will set an example through courteous and tactful contact with enrollees. Profanity in general and obscenities in particular will not be tolerated. Reasonable standards of etiquette will be observed in the mess hall, and enrollees having difficulty meeting these standards should be given special training in socially acceptable table manners.

It is recommended that dress for the evening meal be other than work clothes. This will be of assistance in maintaining hygiene and appearance, and provide a change of pace that is usually quite welcome. Any dress standards imposed should be developed and enforced by the Camp Council.

On leave or pass, all enrollees will dress in a manner acceptable to the community they are visiting. No leaves or passes will be issued to enrollees whose appearance would not reflect creditably on the program of which they are a part.

Long hair and beards for males shall be a matter of personal preference, and shall not be discriminated against in either selection or participation. Long hair for both males and females, where a safety hazard is involved, shall be tied up or otherwise protected.

Restrictions regarding smoking will be confined to reasonable safety requirements and should be enacted by the Camp Council. While smoking should not be encouraged, smokers will not be discriminated against in selection or participation.

C. *Center Sanitation.*

1. *Water.* Water suitable for household use is one of the most threatened of our natural resources. Every opportunity must be taken to assist enrollees in developing reasonable measures to avoid waste of this resource. Plumbing must be kept in good repair, and abuse such as prolonged showers must be discouraged. *Enrollees should be thoroughly familiar with camp water sources, and measures taken to ensure its purity.* Adequate supplies of hot water are basic to a sound personal hygiene program. If heating systems prove inadequate, measures such as scheduled bathing may have to be initiated. Camp operation will offer innumerable opportunities to teach water conservation practices.

2. *Sewage and Waste Disposal.* The Project Manager and Camp staff must determine in advance the types of waste to be anticipated and plan for adequate disposal methods. Use of non-recyclable substances will be discouraged. Stand-by facilities will be identified in advance for emergency use in the case of a system failure for any reason. All enrollees will be trained in field sanitation procedures with particular emphasis on disposal of human waste to avoid contamination and/or disease.

3. *Mosquito and Rodent Control.* All control measures must conform to regulations prescribed for use on Federal lands. Primary emphasis will be placed on prevention as a pest control measure - for example, all containers will

be opened at both ends and smashed flat prior to disposal. Covered containers will be used to collect waste prior to disposal. All stored materials will be protected from rodent and pest invasion. The importance of individual adherence to rules and regulations in this case will be emphasized.

4. *Food Service and Inspection.* Prior planning should produce a master menu providing for each meal during the duration of the camp experience. The Army Master Menu can provide excellent guidelines for planning in this area. (Copies can be provided by the Office of Manpower Training and Youth Activities or a Job Corps Conservation Center.) It is not anticipated that many individual food idiosyncracies will be present, but other things being equal, an effort should be made to provide for individual food problems if these are supported by a formal opinion of a family physician, provided that catering to this special situation in no way jeopardizes the regular food service.

In general, it is recommended that food be served "family" style, whenever possible, but serving methods must conform to site facilities. In any case, all food must have a good appearance and taste. To control this area, one or more staff members will be designated to formally report on each meal served in terms of taste, appearance, quantity, and acceptance by enrollees.

Where field lunches are required, it is recommended that cold trays of bread, meats, cheese, jam, jelly, peanutbutter, fruits, butter, etc., be set out at breakfast and the individual members prepare their own lunches.

D. *General*

1. *Camp Mail Delivery.* The Project Manager and Camp Director, in cooperation with local Post Office officials, will make arrangements for a minimum of once daily delivery and pick-up of official and private mail. Each camp will provide a secure (locked) mail drop for use of staff and enrollees, and schedules of pick-up and delivery will be posted. In the event censorship of mail becomes necessary because of suspected narcotics traffic, etc., the Camp Director will clear all procedures with the Post Office Department and secure the cooperation of responsible law enforcement officials *prior* to initiating censorship operations.

As opposed to a single camp mail-call, it is suggested that mail be broken down into work crew packages and the group leader be responsible for personal delivery of mail to his crew.

2. *Vehicular Traffic.* All vehicular traffic will be governed by government regulations in general, and by rules and regulations established by the parent installation in particular. Preferably, only government vehicles involved in camp operation will be operated and parked on the camp property, with staff and visitor parking established outside of camp boundaries. Without exception no enrollee will be authorized the use of a personal vehicle. In any case, use of internal combustion engines as a means of transportation will be kept at an absolute minimum, and vehicles in use will be checked periodically for conformity with anti-pollution regulations. In cases where enrollees are licensed, a defensive driving course is required.

3. *Clothing.* The Project Manager and Camp Director will provide each enrollee with a list of basic clothing and personal accessory needs. Such a list should consider these factors:

a) Climate (need for foul weather gear).
b) Safety (gloves, hard toe workshoes, and/or boots for snake

country). Insure that all enrollees know what types of footwear are required for specific activities. Hard-toed footware for work projects; proper, good fitting footware for hiking and other recreational activities.

c) Frequency of laundry service.

d) Proper personal hygiene items appropriate to site. (Discourage use of electric razor, etc., if safe and adequate electrical service is not available.).

e) Clothing should be marked for identification by name or number.

Upon arrival at the camp a check will be made with each enrollee to be certain that each is properly equipped.

It is important that every enrollee report to camp properly equipped and outfitted without possible identification to economic status. Since some enrollees will have inadequate funding to properly equip themselves, the Project Manager and Camp Director will authorize funds to be advanced to an enrollee from imprest funds to be repaid by money withheld from total earnings. Money advanced from imprest funds should be replaced by normal channels through the Salt Lake City Office.

Parent installations are responsible for providing hard hats and such other safety gear as is normally required to perform the planned work projects in a safe manner. Normal work gloves and hard toed shoes (safety cap) or boots may be required of each enrollee, but heavy duty specialized gloves must be provided by the parent installation.

4. **Personal Relationships.**

A. *Interpersonal relationships* have been established as having a high value to enrollees, both between staff and fellow enrollees. Interaction between individuals and groups has accounted for a major share of the program satisfaction expressed.

To further substantiate this critical area it has been established that the average work value per enrollee increased as the interpersonal index rating increased. *Moral:* The more contact, involvement and partnership established between enrollee and staff, the higher the satisfaction and output by the enrollees.

Within the framework of enrollee living, ample opportunities must be provided each individual to develop:

1. Appropriate work habits and attitudes while assisting in maintaining camp facilities and services;
2. Good relationships with others of various social, ethnic, and racial backgrounds;
3. A concept of self which is acceptable to him and others;
4. Respect for the needs of others;
5. A sense of responsibility, discipline, and citizenship, and
6. Responsibility as a group member to contribute to the common good of the group.

B. *Orientation.* The Camp Director and staff will construct and present a thorough orientation program for enrollees. Camp rules and regulations will be outlined and discussed to ensure complete understanding and acceptance. Since this will be for many enrollees, their first experience in a group living situation differing radically from their home and family experience, it is vitally important for the staff to preview the impact on individual life-style that can be anticipated; the need to forego some individual rights and priviledges to

promote the welfare of the group; and how actions of an individual have importance to the group as a whole. Frank and open discussion of the possible ramifications of group living can avoid many potential problems.

During the orientation, enrollees should be made well aware of expected social conduct by precept and example.

At the outset, enrollees must be clearly informed of the role the camp will play, the work project(s) they will carry out, and the impact their efforts can be expected to have on the ecology and environment of their area. This will afford an excellent opportunity for explaining the role and purpose of the parent installation, its place in the total conservation mission of the Bureau, and the role of the U.S. Department of the Interior.

C. *Counseling.*

1. *Homesickness.* This is an unpredictable and serious malfunction in the age group in the YCC program. The best solution lies in prevention which is best accomplished by immediate involvement in deep and active participation. The first few days are critical, and these should be completely stripped of all periods of inertia or uncertainty.

2. *Personal Problems.* Individuals in the age group participating in the program are prone to identify a problem and demand immediate assistance with that problem. For that reason, every staff member must consider himself a counselor. Counseling is likely to be a continuous process, and should never be delayed since delay is most often construed as unconcern which may compound the original problem to outrageous proportions. Common sense coupled with maturity and a willingness to provide quiet, complete, involved, and attentive listening will handle most situations.

3. *Vocational.* Since this will be the first experience in gainful employment for most enrollees there is likely to be considerable interest in future employment in conservation and environmental fields of employment. Questions about vocational opportunities can usually be answered by one or more resource people staffing the work program. Moreover there will be, in most cases, ample opportunity to assign an enrollee to work in his area of interest as it emerges.

4. *Hygiene.* Problems arising in the area of personal hygiene that may give offense to group members tend to be highly individualistic in nature. Very often these are resolved through peer group pressure even before staff is aware that a problem existed. Ocassionally, however, a problem of this type is brought to a staff member for resolution. In such cases, a calm, unemotional approach to reason is nearly always effective. In all areas of counseling it is important to protect the individual, and in this area in particular, there can be great sensitivity, so counselors must be circumspect and preserve the dignity of an individual concerned while solving the problem.

5. *Behavior Patterns.* Counseling aimed at altering behavior patterns must begin with a firm, fair, and friendly approach. Since "acceptance" is basic to establishment of behavior patterns, it is critical that staff involve enrollees completely in defining acceptable standards. If this is well done, peer group pressure will relieve staff of much of the burden of establishing and maintaining acceptable behavior patterns.

6. *Understanding Different Ethnic, Social, and Economic Groups.* In a very large sense the YCC program is an effort to permit youngsters free association with counterparts from dissimilar backgrounds. To achieve this goal, experience has proven that "rap" sessions are much more effective than "formal" programs. Staff must take care that no enrollee will be placed in a position of representing or "defending" the group from which he happens to come.

7. *Remedial Training, Treatment, and/or Referral.* Individual remedial work must be minimal. However, as long as an enrollee can actively participate with no significant time loss or does not constitute a danger to himself or fellow enrollees, an enrollee's special needs will be met insofar as possible.

8. *Testing and Evaluation.* All testing and evaluation will be directed toward determining program effectiveness. Enrollees will be informed as to the purpose of all formal testing, and their cooperation actively solicited.

Requests to use camp personnel for special testing purposes will be referred to the Office of Manpower Training and Youth Activities in Washington, D.C. for clearance.

D. *Anti-Social Conduct*

1. *Discipline.* The Camp Director and staff must expect individuals to periodically "test" parameters established by rules and regulations even when the individual concerned had a voice in establishing those rules and regulations. In most cases, no malicious intent is involved. Since a prime objective of the program is to develop an acute sense of self-discipline, any infraction must be "called" immediately, and the individual caused to see his action(s) as others must. It is expected that in most minor cases peer group pressure will be most effective. If infractions are detected and treated firmly and fairly on an immediate basis, there should be very few major deficiencies.

2. *Aggressive Behavior.* The Camp Director and staff must be constantly alert to prevent injury, or coercion, being directed toward individuals. Such actions can be initiated by individuals or groups, and can be triggered by a wide range of motives. Despite screening procedures, elements of juvenile gangs have appeared on an installation, and invariably there has been an effort made to "take over" the operation in part or in toto. It is important, therefore, to determine immediately just what kind of situation the staff is dealing with in each case. Consistent, repetitive acts of aggression can demoralize the entire camp, and will, therefore, constitute grounds for dismissal from the program.

3. *Offensive Acts.* In general, offensive acts exhibit some evidence of pre-planning, and are generally manifestations of a less apparent problem. Staff must devise a system that prevents an emotional or conditioned reflex reaction to a given act, and prepares the individual involved for counseling aided by support procedures. In each case it is important that staff not waste time treating symptoms, (the offensive act) but determine and eliminate the basic problem(s) causing the overt behavior. A complicating factor is found in the fact that cultures and life-styles provide different value systems with reference to defining just what constitutes an "offensive act." Staff should know that experimentation is common in this age group in all areas of living, ranging from drug use, through social behavior, to sex. Staff should be alert to avoid confrontation in a threatening or non-compromising situation, but must deal squarely with each individual case on its merits.

4. *Review Board.* The staff must at all times be aware of its responsibility for decision making. Each camp will form a composite Review Board composed of staff and enrollees which will review all major disciplinary actions and recommend a course of action to the Camp Director. In serious cases, parents of the individual(s) concerned must be involved. In all cases, decision of the Camp Director is final with no appeal.

5. *Records and Reports.* The Administrative Officer is responsible for establishing and maintaining camp files. The security and confidentiality of such files must be maintained and issued only to authorized individuals. Under the provision of Public Law 93-579, "Privacy Act" enrollees have the right to examine their records upon request. Upon completion of the YCC camp all records will be properly disposed of in accordance with Departmental guidelines.

1. *Policy.* Each camp will form a Camp Council and Standing Committees as given below, through free democratic process. Each group is to actively participate in policy formulation, structuring rules and regulations, and the enforcement of policy, rules and regulations. The Camp Director will retain veto power over all recommendations submitted to him from any source. It is probable that no single camp will utilize all committees described, but this section should be used as a guide for a formal approach designed to involve all enrollees in active participation.

a) *Camp Council*

1. *Composition*

a. President
b. Vice-President
c. Secretary
d. Representative from each work crew
e. Staff advise, ex-officio
f. Camp Director, ex-officio
g. Project Manager, ex-officio

2. *Purpose.* Serves as major policy group and assists the Camp Director and staff in the administration and operation of the camp; coordinates all committee actions; and plans and conducts a weekly meeting on a camp-wide basis.

b) *Health and Safety Committee*

1. *Composition*

a. Chairman
b. Secretary
c. Representative from each work crew
d. Camp Safety Officer, ex-officio
e. Parent installation Safety Officer, ex-officio

2. *Purpose.* Assists in the establishment and operation of the camp Health and Safety plan; conducts a weekly health and safety inspection of the camp with the Camp Safety Officer; assists in conducting special

purpose inspections by Government, city, county or state inspectors; reports on conditions in health and safety to the Camp Director with recommendations for improvement.

c) *Environmental Education Committee*

1. *Composition*

a. Chairman
b. Secretary
c. Representative from each work crew
d. Environmental Education Instructor, ex-officio

2. *Purpose.* Assists in the establishment and operation of the Camp Environmental Education Program; hosts visiting instructors and other program participants; coordinates special projects in Environmental Education; provides staffing and supervision of library and laboratory facilities; assists in constructing special demonstration projects; assists staff in planning and conducting tours and visits to educational points of interest.

d) *Recreation Committee*

1. *Composition*

a. Chairman
b. Secretary
c. Representative from each work crew
d. Staff member, ex-officio

2. *Purpose.* Assists in the establishment of the camp recreation program; hosts visiting teams and coaching personnel; assists in administering physical tests and providing for remedial coaching; responsible for care and maintenance of recreational facilities and equipment.

e) *Leisure Time and Social Committee*

1. *Composition*

a. Chairman
b. Secretary
c. Representative from each work crew
d. Staff advisor, ex-officio

2. *Purpose.* Assists in the establishment and operation of the camp leisure time and social activities; assists staff in planning and conducting tours and visits; assists in organizing and conducting special social affairs; hosts groups visiting camp for social activities; arranges for special entertainments.

5. Physical Education

A. *Policy.* The Youth Conservation Corps' physical conditioning program will be designed by the Camp Director and staff to minimize those physical education activities normally engaged in at home, and to maximize use of natural environmental factors unique to each camp site. Activities selected should be equally suitable for individual or group participation, and

competitive and non-competitive usage. Examples are jogging, hiking, rowing, swimming, etc. Each activity selected must have:

1. A high potential for carry-over into everyday living; and
2. Offer the probable development of strength, coordination, dexterity, suppleness, and stamina which will enable each individual to meet or exceed the minimum standards of the President's Council on Physical Fitness for appropriate age groups.

Every enrollee will be pre-tested in the first week of camp and post-tested in the final week of camp against identical criteria given by the President's Council on Physical Fitness with results filed in the individual's official folder. Results will be summarized in the final analysis and camp report.

B. *Formal Training.* The Camp Director and staff will not hesitate to create and innovate new games and sports suitable for use in their camp situation. By the same token, numbers of games and sports used by Indians, and certain old games should have application. Insofar as possible, equipment should be kept at a minimum, and preferably can be handmade from native materials - a primitive example here might be LaCrosse as originally played. Once a range of games and sports has been selected, enrollees will be physically preconditioned as necessary, and given instruction in the games and sports selected. Individual proficiency should be developed through an active intra-mural program.

C. *Remedial.* In addition to the regular physical conditioning games and sports, the staff will devise a personal program for each individual with poor results on the physical pretest designed to remedy the defects noted. Progress on individual programs will be checked no less than once weekly, and an individual's program revised as necessary. The goal is to assist every individual to meet or surpass standards set by the President's Council on Physical Fitness for the age group in which he belongs by the end of his YCC camp experience. Depending on circumstances, remedial work can be scheduled individually or by classes whichever is more feasible in view of each camp's resources.

D. *Competitive Sports.* No camp will engage in competitive sports as normally conceived such as league baseball, swimming competition, etc. In brief, reasons for this are:

1) Time does not permit development of an organized team.

2) Rivalry between camp and supporting communities would not be desirable.

3) Competitive sports prohibit active involvement and participation of many youngsters.

4) Few competitive sports permit co-ed team effort.

In contradistinction to the above, the Camp Director and staff are encouraged to schedule numerous events involving informal teams of citizens from surrounding communities such as parent-youngster ball games, bankers vs. youngsters, Kiwanis Wives vs. Camp Debs, etc. Competitive activities such as these promote community involvement, and may help in some cases to bridge the generation gap - competition becomes secondary to more desirable goals.

6. **Housekeeping.** Each individual enrollee will be held responsible for the cleanliness and sanitation of his living area. Beds will be made according to environmental factors - that is in normally dusty areas beds should be "jacketed"; in "normal" areas beds may be neatly made; in some areas beds should be broken down each morning with mattresses rolled and linen folded and stacked. Clothing and personal articles should be properly stored according to climatic conditions - in most cases, personal clothing should be neatly hung in a place affording access of air, but not dust or dirt. Dirty clothes should be dried if necessary and stored in a suitable container until laundered. Individual living areas should be "dry-mopped" every day, and thoroughly cleaned once weekly. This should be done on a regularly scheduled basis, and results inspected and evaluated. Unsatisfactory areas should be immediately reserviced until adequate standards are achieved.

Duty rosters for providing assistance in the kitchen and serving lines, garbage details, maintenance, and special projects will be handled by individual work crews on a daily rotating basis. Care will be taken within a given crew to avoid duplication of individual work assignments.

A. *Laundry Facilities.* Bedding, other than pillows, blankets and comforts, etc., will be changed once weekly on a given schedule. This schedule will usually coincide with provision for personal laundry. Schedules and costs should be known to every enrollee. Frequency of personal laundry will vary according to numerous factors, but service must be adequate to permit participants in the program to maintain adequate standards of appearance and personal hygiene. In establishing a laundry service system, no individual will be required to handle soiled and dirty clothing of another; consequently, a system of cloth or paper bagging will be necessary. Most camp facilities will not support individual efforts to do their own laundry, and efforts in this direction, should be discouraged.

B. *Food Acquisition.* Administrative details for purchasing food materials are a matter of concern. Where bulk purchases can be made it is possible to achieve significant savings - assuming that proper storage facilities are available. A consistent effort must be made to avoid purchases of materials packaged in non-recyclable containers if this is economically feasible.

C. *Storage and Food Control.* All waste areas in the mess hall will be monitored at each meal, and a consistent effort will be made to keep waste at a minimum. Each enrollee must be provided with an adequate meal in view of his needs, but must be discouraged from taking more food than he can use.

Storage facilities will be checked daily to ensure that food supplies are adequate and safe.

7. **Leisure Time Activities.**

A. *Policy.* The Camp Director and staff will ensure that local community programs are not duplicated by the camp but are coordinated and linked to activities planned by the enrollees and staff to form a cohesive, unified program that is comprehensive and diversified enough to give each enrollee the opportunity to chose between competitive and non-competitive, individual, and group activities. In practice, the use of natural outdoor resources, such as mountains, nature walks and similar natural recreational resources will be emphasized. Participation in leisure time activities must be purely voluntary, and under no circumstance will compulsion or coercion be applied. However,

"isolates" or "loners" should be identified and counseled or otherwise encouraged to participate.

B. *Regulations and Procedures.*

1. *Leaves and Passes.* Unless restricted, a liberal leave and pass system will be exercised; however, every enrollee must make known his intended destination, departure time, and expected time of return on a leave and pass record to be maintained on a daily basis. Again, the camp is accountable for the whereabouts of every enrollee at all times while enrolled in the program.

2. *Transportation.* All transportation to and from the camp will be by Federally owned and operated equipment, commercial transportation, staff owned and operated (personal) vehicles as authorized, or enrollees may be released to the custody of their parents for transportation in a family owned vehicle.

3. *Supervision.* All camp arranged tours and visits will be supervised by one or more staff depending on the number of enrollees involved and the conditions of the tour or trip. Probably a single supervisory staff officer should not be required to be responsible for more than 12 to 15 enrollees.

4. *Social.* An "open" door policy will prevail at all camps, but a Camp Director reserves the right to name an individual persona non grata and deny admission to anyone for adequate cause. Dating regulations will be established and adhered to without fail. At a minimum these will establish:

a) Hours enrollees may receive guests.
b) Place(s) where guests may be met and entertained.
c) Assistance in making arrangements for parent lodging outside camp area.

Guests (in reasonable numbers) may be invited to take their meals in the mess hall after purchase of a meal ticket to be presented to the staff member on duty in the mess hall. A guest register will be maintained in the administrative office, and in the mess hall for record and audit purposes.

C. *Scheduling.* All leisure time activities of major importance such as weekend camping and/or fishing trips must be scheduled and announced as early as possible. In this connection a weekly calendar of events has proven helpful. Early identification of events of major importance permits enrollees to plan their activities; permits responsible staff members to dispose of administrative and logistical problems; and assists in scheduling adequate staff support and coverage.

D. *Arts and Crafts.* Hobbyists and local (often native) craftsmen usually welcome an opportunity to discuss and demonstrate their area of interest, and may even be willing to voluntarily instruct interested enrollees. An active Arts and Crafts program has proven invaluable in past camp experiences, and should fit well into the YCC program experience. Accordingly, each Camp Director and staff are encouraged to construct a survey program of local Arts and Crafts to introduce enrollees to this avocational area.

E. *Religion.* Each Camp Director will ensure that transportation is available to all those wishing to attend regular church and/or religious services. Based on past experiences in camping situations, a non-denominational, morning vesper type service arranged through a ministerial alliance or similar group and held at the camp or nearby vicinity has proven a worthwhile experience for many. Such an operation, though, should not be started without an expression of interest on the part of the enrollees, and availability of dependable resource personnel.

8. Non-Residential Camps

A. *Introduction.* The foregoing part of the chapter, while directed toward residential operations, provides policies and guidelines that are applicable to non-residential camps. The objectives of the program apply equally to residential and non-residential camps.

B. *Policy.* While non-residential camps offer some obvious administrative and operational advantages, the project manager, camp director and staff are not relieved of responsibility for development of the camp into a broader program than normally afforded within a 9-5 work day. A non-residential camp lacks some of the built-in opportunities of the 24 hour work/living situation in development of participation levels by enrollees; building of communication links between members, staff and other personnel, and developing deeper social contacts.

However, the non-residential camp offers a greater challenge to the staff in developing strong communications, educational and recreation programs to fit a very condensed time frame, and exciting and varied work programs that are subject to pressures of logistics, travel time, and outside conflicts of interest. The greatest challenge is to move beyond an 8 hour a day summer job and develop the camp enrollees into a functioning, interacting motivated group.

C. *Staff Selection.* Staff selections for non-residential camps require even more care than residential camps, as the balance of skills must be developed in a very small staff and their commitment must be to the program and youth. If the staff is oriented to the filling of their minimal time and work obligations and no further, then the program can not meet the objectives of the legislation.

D. *Enrollee Interest.* Most of the non-residential camps have been very successful, and some camps were ranked by their enrollees higher than all other camps, both residential and non-residential, in terms of enrollee satisfaction with the work-education program and interpersonal relationships between staff and enrollees. These camps also ranked highest in average work value per enrollee for both types of camps. These are examples of the high quality program that can be developed in non-residential operations.

The use of the student government or forum to plan both work-education and recreation activities was found to work well in most camps. It is recommended, and should be discontinued only if it does not work. If it does not work it is the responsibility of the Project Manager, Camp Director and staff to find out *why* it did not function, and initiate immediate corrective action.

E. *"Spike Camps".* Budgetary allowances usually allow "Spike Camp" operations which can offer a series of experiences and opportunities for all enrollees. Opportunities for extended field operations and projects in remote areas, as well as enrollee participation in material, logistical and transportation

planning; community messing; meal planning; field sanitation; work assignment planning; and a variety of environmental and social experiences are provided.

Use of recreational programs may be extended to include pack and water-float trips, pollution tours, and volunteer community work programs. Should the host agency determine that "Spike Camps" are desirable from the standpoint of enrollee benefit, work production, etc., then camp staff should be encouraged to participate in organizing and joining these efforts. Program funding limitations, however, preclude funds for per diem, mileage, etc., and these expenditures are not allowed. Host Agencies should provide facilities, supplies, and transportation whenever possible.

"Spike Camp" operation for non-residential camps must be planned in advance and the Administrative Services Center, Salt Lake City, Utah, notified in writing of the dates of these operations . . . no later than May 15. [complete details for computing number of days, pay rates, and data required by the ASC in Salt Lake City, Utah, are given under the "Administrative" chapter.]

Be sure to inform your enrollees that they will be in a different pay status for the period of the "Spike Camp", and that YCC will be paying for their food. The enrollees should be involved in the selection of their food, planning of a good wholesome and balanced diet, and also in the preparation of their meals. Lodging, in general, will be provided by the enrollees in terms of sleeping bags, tents and etc.

F. *Work Hours.* Enrollees may not be required to work before 7:00 A.M. or after 9:00 P.M., nor should they be permitted to work more than 40 hours per week.

G. *Transportation Liability.* Government transportation must be provided enrollees to and from work projects, insuring Government liability in event of accident. Use of privately owned vehicles in normal work situations is not authorized. Enrollees must provide their own transportation to local pick-up areas, and the Government will not assume liability for accidents occurring during enrollee travel to these areas, or returning to their home.

CHAPTER 5

INTEGRATED ENVIRONMENTAL AWARENESS/WORK PROGRAM

1. **Policy.** It is the policy of the U.S. Department of the Interior that an integrated Environmental Awareness/Work program will be a major goal of the Youth Conservation Corps and will encompass all phases of camp operation. Each Bureau will utilize whatever resources, human and physical, that are available, to develop and operate this program. Each work project will have both *work* (production) and *education* goals. Methods should be developed to assure the proper blending and integration of one with the other. At summer's end, the YCC enrollees should have a general knowledge of ecology, the land management philosophies of various Federal land management agencies, and an increased awareness of the need to wisely manage, maintain, and protect the natural resources in which he or she has been involved. The enrollees should know how the work accomplished fits into the overall natural resource management program, and in addition should be able to see and know that they accomplished meaningful work. Ideally, each individual will have developed some of his or her own opinions regarding the environment.

2. **Responsibilities.**

A. *Departmental.* Director, Office of Manpower Training and Youth Activities is responsible for the development of general program guidelines for implementation of the environmental awareness/work programs at each camp under the direction of the Department of the Interior.

B. *Bureau.* Each participating Bureau is responsible for the implementation of an environmental awareness/work program for each camp on Bureau lands and facilities.

C. *Camp.* Each Project Manager and Camp Director will select one member of his staff to serve as Environmental Awareness Coordinator. This person should have adequate training in natural sciences, either a formal background or an intense personal interest; relate well to young people; and have some type of teaching experience or ability. As the Environmental Awareness Coordinator will have responsibility for developing an environmental program for all phases of the YCC program, including environmental awareness/work, camp living, recreation, and social activities, and coordination and training responsibilities for other staff members, a great deal of care must be taken to select a person who can do the best possible job.

Each Project Manager and Camp Director will select one member of his staff to serve as Work Coordinator. This staff member will be responsible for developing the project section of the environmental awareness/work program and care must be taken to assure that the Environmental Awareness Coordinator and the Work Coordinator are willing and able to work together in a very close team relationship.

The following is an outline of assignment of environmental awareness/work responsibilities for YCC camp staff members. It is recommended as a guideline

and the Project Manager may make any adjustment necessary to meet his particular needs and staff talents.

1. PROJECT MANAGER:

(a) Reviews all projects within his management area and selects out applicable general program and projects for the YCC not later than ten (10) weeks in advance of camp opening. YCC Form-4's should be completed at this time.

(b) Provides copies of the YCC Forms to his Camp Director and Environmental Awareness Coordinator at the earliest possible date, and not later than six (6) weeks in advance of staff orientation week.

(c) Contacts his local educational system for development of plans for enrollee credit for the YCC environmental awareness/work program, loan or rental of school equipment and other appropriate actions as required.

(d) Assigns areas of responsibility for planning, development, and implementation and evaluation of the YCC environmental awareness/work program to individual staff members.

2. CAMP DIRECTOR:

(a) Assists the Project Manager in the selection of the initial project listings, and development of the first week's work project programming, and provides YCC Form-4's to the Environmental Awareness Coordinator and Work Coordinator.

(b) Assigns areas of responsibilities to his staff for specific environmental program elements, and sets accounting and deadline criteria for reports and accountable functions.

(c) Assures, with his Environmental Awareness Coordinator, that the Youth Conservation Corps Environmental Awareness Questionnaires are administered and scored during the first and final weeks of camp operation.

3. ENVIRONMENTAL AWARENESS COORDINATOR:

(a) Presents an environmental awareness training program, as an element of the Project Manager/Camp Director staff training program, for all members of the YCC staff. Particular efforts must be made to train crew leaders to conduct environmental awareness programs within the work project program.

(b) Using the YCC Form 4's, plans and coordinates a fully integrated environmental awareness/work program with the camp staff (camp director, work coordinator, crew leaders, group living specialist), using all possible resources including YCC Environmental Awareness Sourcebook, and Pocketbook. This fully integrated program will encompass all phases of YCC camp living, recreation, and social functions, as well as the work projects.

(c) Prepares lists of projects available from the YCC Form-4's which lend themselves for presentation to the enrollees as projects they may plan, design, initiate and complete.

(d) Insures that the enrollees have an opportunity to be involved in the planning of work projects and the development of the environmental awareness/work program as the camp progresses.

(e) Plans and develops an environmental library and mini-laboratory, including basic field guides; water, soil and other test kits; films; inexpensive cameras; collection equipment; environmental games; and other non-noncapital equipment as required. (Funds are budgeted to each camp for this purpose).

(f) Plans and implements a camp environmental plan for his camp, making every reasonable effort to insure that nonconsumptive and sound ecological principles are followed. (See Camp Environmental Plan).

4. CREW LEADERS:

To the greatest extent possible, the Crew Leaders will assist the enrollees to learn vocational skills related to the work project at hand; principles of resource management and ecology; and help enrollees to develop environmental awareness regarding their immediate projects and local surroundings.

(b) Provide feed-back to the environmental awareness coordinator regarding achievements and difficulties they encounter in the implementation of the integrated environmental awareness/work program at the Work Project Level.

5. **Definition:**

A. *Environmental Education.* The ultimate goal of environmental education is to provide a knowledgeable population, living in a society that is based on a steady-state ecology that blends scientific fact with human values. Environmental education is defined by the Environmental Education Act of 1970 (Public Law 91-516) to be "THE EDUCATIONAL PROCESS DEALING WITH MAN'S RELATIONSHIP WITH HIS NATURAL AND MAN-MADE SURROUNDINGS AND INCLUDES THE RELATION OF POPULATION, POLLUTION, RESOURCE, ALLOCATION AND DEPLETION, CONSERVATION, TRANSPORTATION, TECHNOLOGY, AND URBAN AND RURAL PLANNING TO THE TOTAL HUMAN ENVIRONMENT."

6. **Objectives of the Youth Conservation Corps**

A. *Purpose.* To accomplish the purpose of the Law, we will stress three equally important objectives:

(1) Accomplish needed conservation work on public lands.

(2) Provide gainful employment for 15-through-18-year-old males and females from all social, economic, ethnic and racial classifications.

(3) Develop an understanding and appreciation in participating youths of the nation's natural environment and heritage.

These objectives will be accomplished in a manner that will provide the youth with an opportunity to: acquire increased self-dignity and self-discipline; better work with and relate with peers and supervisors; and build lasting cultural bridges between youth from various social, ethnic, racial, and economic backgrounds.

We will seek the best way(s) to accomplish these objectives by directing or coordinating the program so that available resources, including human, natural, and physical are maximized and restraints are minimized.

B. *Goals and Objectives of Environmental Awareness Program:*

GOAL NUMBER 1.

To increase awareness of ecological principles that govern the environment.

OBJECTIVES:

1.1 Identify the basic elements of the ecosystem within the area encompassed by the camp activities.
1.2 Describe the interrelationships among these basic elements (Objective #1) food chain, energy cycle, water cycle
1.3 Identify and describe the basic elements and their interrelationships as they relate to the work projects, recreational and camp living activities
1.4 Discuss natural phenomena (Fire, Flood, Earthquake, Insect) and their effects on the environment
1.5 Describe how people and current management practices affect and are affected by these natural phenomena. (e.g. flood control, fire)

GOAL NUMBER 2.

To better understand man's social, economic, historical, cultural, and physical relationships with the environment.

OBJECTIVE 2.

2.1 Assess the present conditions of the environment in terms of existing and potential problems.
2.2 Compare and contrast past and present economic, social, and cultural demands and their effect on the environment.
2.3 Analyze those past and present environment factors (Objective 2) and predict future trends and conditions (e.g., population, natural resource, basic needs, technology)
2.4 Identify the demands being placed on renewable and non-renewable resources in camp; in the participant's home environment
2.5 Describe and assess man's (people's) reasons for and methods of manipulating the environment

GOAL NUMBER 3.

To increase awareness of the impact of the participant's lifestyle on the environment, and encourage the development of a personal awareness.

OBJECTIVES:

3.1 Identify basic human needs for survival, and discuss the degree to which each participant's lifestyle exceeds these needs.
3.2 Identify factors that affect the quality of the camp environment.
3.3 Describe and discuss the participant's effect on the camp environment.
3.4 Analyze the effect that each participant's consumptive habits have on specific resources.
3.5. Discuss ways of changing consumptive habits to make better use of resources, in camp; in home environment.

GOAL NUMBER 4.

To experience problem solving and decision making processes which are applied to environmental management concerns.

OBJECTIVES:

4.1 Describe and analyze the facts and the diverse opinions on a bad environmental issue

4.2 Use small group problem solving methods to reach a possible solution on a current environmental issue

4.3 Involve all camp members in the development of the camp program using small group problem solving methods (e.g work projects, camp council, EIS, recreation).

GOAL NUMBER 5.

To recognize the wide range of attitudes and personal values relating to the environment.

OBJECTIVES:

5.1 Identify and define the policies and attitudes of some of the environmental groups, sportsmen groups, equestrian groups, bicycling groups, etc.

5.2 Identify participant's feelings and concerns about their effect on the environment in camp; at their home.

5.3 Recognize individual differences of opinions, personalities, backgrounds and goals involved in the camp program effort.

7. **Work Projects.** The work projects developed for the YCC should afford the greatest opportunity for an education experience. It must be noted that a work experience that only provides the enrollees with an experience of physical labor, with no insight into the need for accomplishment of that assignment, the planning objectives and its relationship to the management plan, will develop an attitude of "make-work" within the individual. Without the serious interest and commitment of each enrollee, and their gaining a sense of accomplishment, the program will be ineffective and not serve the intent of Congress and the YCC Act. The YCC enrollees must be able to identify their efforts with solutions to environmental problems or a benefit to the improvement of the natural and man-made environment.

The Work project will be the basis of the learning experience; and, therefore, special care must be taken in its selection. Where possible, enrollees should be given the greatest possible opportunity for a series of differing experiences. For example, if campground maintenance is to be a part of the work assignments, this should be assigned on a rotational basis for no more than two weeks and other assignments made for the rest of the summer.

Garbage collection and clean-up are necessary and a valuable experience, but assignment to these tasks should definitely not constitute a total experience for the summer. Rotational assignments should be developed for enrollees in as many areas as possible. "Bird-dog" assignments with manager, administrators, naturalists, engineers, maintenance, and other professional personnel should be explored. A very critical area is that of work supplies and materials. Every effort should be made to have the planned supplies and materials on hand for the work projects.

This has been one of the most common problems and creates confusion and disorganization when they are not available when needed and work crews are waiting for them. Plan well ahead and have alternatives available.

A. General. All general work projects shall be oriented, directed, and executed in such a manner as to give enrollees an understanding of what they are doing, how it is to be done, its part in the overall plan for the area and its environmental consideration, both positive and negative.

Work planning in terms of materials, manpower, equipment, and travel time should be explained and corpsmembers given an opportunity to participate in this planning. Where possible, and not excluded by reasonable safety precautions, enrollees shall be given responsibilities for planning, directing, implementing and accomplishing the work project. When that is not possible, then every step possible must be taken to help the youth feel as much a part of the project as possible. Adequate supervision shall be given, but "hand holding" or dictatorial control situations should be avoided.

On the assumption that while individuals who ask to participate in this program will be of varied backgrounds and interest, they will certainly be motivated and we owe them the opportunity to accept all the responsibility they can assume. The staff should be there to guide and assist, but not dominate nor inhibit, except where safety is concerned.

B. *Individual.* Where applicable, individual projects should be developed and encouraged. Opportunities for habitat, fish, wildlife, visitor, and other beneficial projects and studies should be explored in connection with scientific, historic, interpretive, university, and other groups working in the area. The additional help may be welcomed and the individual educational experience and interest should be assisted.

C. *Special Projects.* Each camp will develop, with a minimum of staff guidance, and with the assistance and concurrence of the Project Manager, one or more major projects within their areas. These may include, but are not limited to, the development of an Environmental Study Area for use by local school children and teachers and appropriate materials and teacher aids; planning and development of nature trails; interpretive programs; wildlife and fish habitat improvements; histories (both cultural and natural) that will serve future visitors or goals of the area. This will afford the students the opportunity to leave behind one or more useful, visible and physical improvements for others to see, use, and enjoy.

Continuing projects, which are long-range in nature and could be continued by the next year's group should not be discouraged if the project has merit and assurance of completion. Final approval of these projects would rest with the Project Manager, the Camp Director, and the YCC corpsmembers.

It is recommended that each camp endeavor to accomplish the following as part of the program:

(1) Development of an environmental study area, on Federal land, for use by a local school system, where practical.

(2) Development of one volunteer project directed toward, and if possible involving, a nearby local community. The YCC may supply labor and equipment, and any materials or supplies required would be made available by the community, local service club, or other organization.

(3) Construction of a High Hut or trail shelter, if applicable to your area and agency mission.

8. **Activities and Facilities for Accomplishing the Objectives.**

A. *Discussion.* The work project is the basis for the majority of environmental and vocational learning experiences available to the enrollees and staff. It has been found that the most successful camps operated in both Departments were those that initiated programs "involving a high degree of interpersonal relationships between enrollees, staff and bureau personnel; high instances of enrollees participating in rule and regulation formulation within

basic outlines and in development of programs, projects, and operational phases of the program in terms of planning, implementation and accomplishment of program goals.

In general, new camps *underestimate* the quality and quantity of work that can be performed by enrollees. As an example, one non-residential camp constructed a drift fencing project six days ahead of schedule. In most areas this was the rule rather than the exception and, therefore, project planning should be designed to be flexible and expandable to include preplanned and optional projects that may be used in the event of projects being completed ahead of schedule. Coed camps found that coed work groups were as effective as single sex groups and were preferred by enrollees over single sex work groups. Young women performed most tasks as well as males, and in some cases surpassed them.

The accomplishment of a variety of projects has been rated high in priorities as identified by enrollees. For the most part, long-term projects of a single nature should be avoided and when necessary should be assigned on a rotational basis. An example would be having enrollees working on only drift fencing; reforestation; slash clearing, clean-up and litter removal projects during the entire program. Comprehensive and varied programs must be identified and include a variety of projects and experiences for the enrollee.

Most eight-week camps encountered a lag period at the end of the sixth week. From the Post-Camp Conference reports, it appears that the high level of work, involvement and general enthusiasm of the program during the first weeks will tend to have a "burn-out" effect on both enrollees and staff, using the two days' leave available each four-week period of time as a "close-down" period in the residential camps will give both staff and enrollees a break that should help prevent this problem. Another suggestion is the use of high interest type projects during the last two weeks, with accomplishment goals, and, combining this experience with extended recreational and learning trips during the latter weeks. This recommendation has been successful in the past.

B. *Environmental Awareness Coordinator Training:*

1. All Department of the Interior Environmental Awareness Coordinators will be provided with an training program prior to camp opening. The purpose of these training sessions will be to assist the instructor in gaining an understanding of the mission, goals, and objectives of the YCC program; become familiar and skilled in use of the approaches contained in the Sourcebook and Pocketbook; develop an actual environmental awareness/work program based on his actual camp situation in conjunction with his respective Camp Director and Project Manager, and to develop skills which will enable him/her to participate as a training team member in future YCC workshops.

C. *Environmental Awareness Sourcebook and Pocketbook:*

1. Discussion. The Youth Conservation Corps Environmental Awareness Sourcebook and Pocketbook represent a combined effort of the Department of the Interior, U.S. Forest Service, and States. These books are envisioned as being used as guides, providing ideas, concepts and approaches to environmental awareness for the individual YCC camp, but leaving the implementation open to the individual environmental awareness coordinator and camp staff and their opportunities, talents and resources.

The pocketbook has been designed to allow for year-by-year additions of materials from field personnel, and as it is intended as a guide, we encourage

the use of supplemental materials, approaches, and concepts that serve to meet the objectives and goals of the environmental awareness/work program.

D. *Environmental Awareness Questionnaire:*

1. *Discussion:* Previous testing programs of the Youth Conservation Corps program were developed by the University of Michigan, Institute of Social Research, for the Departments of the Interior and Agriculture as a section of the over-all evaluation of the YCC program. As these evaluations have shown that learning does occur during the camp operation, the testing instruments have been converted from research instruments to self-scoring tests to be used by all Department of the Interior YCC camps as part of their in-camp evaluation and management systems.

The test instruments provided a means for all camps to test their enrollees as a group, and develop knowledge and attitude profiles for the camp during the first and last weeks of operation. The testing is to be administered on the following schedule:

2. *Testing Schedule:* Environmental Awareness Questionnaire is to be administered on the following schedule:

(a) *Pre-Test:* The pre-test is to be administered to all camp enrollees during the first or second day, of the first week of camp operation. As the test is self-scoring, the Environmental Awareness Coordinator and/or staff will develop the scores for the camp.

The environmental scores for the camp must be computed during the first week of camp operation, and may be used to make adjustments, changes and modifications to the camp environmental education program based on the strengths and weaknesses identified. Enrollees may be involved in developing the base-line data if desired, and their talents and interests should be considered in development of program changes.

(b) *Post-Test:* The post-test, which is also a self-scoring instrument, must be given during the last week of operation, and camp scores developed prior to the close of camp and the completion of the Camp Director's Report.

The scoring of the test will provide the camp staff with insights regarding the progress their enrollees made during the operation of camp, help determine strong and weak points of the present program, and serve as an evaluation tool for developing future camp environmental awareness programs.

3. *Reporting:* All camps will be required to report pre and post-test scores by mailing the SUMMARY AND RECORD SHEETS ONLY, AS SOON AS THE FINAL SCORING IS COMPLETED to:

U.S. Bureau of Reclamation
Administrative Services Center
P.O. Box 11568
Salt Lake City, Utah 84147
Attention: Ethel Matthews-Data Processing

E. *Camp Environmental Plan.* Each camp will develop, with staff guidance, an environmental plan for the YCC camp. All practical environmental practices will be used in the development and operation of the camp. While paper and plastic plates, knives, forks, spoons, cups, and containers are simpler to use, how can we exemplify serious environmental concern by the use of

non-recyclable materials? The example of environmental conscience developed by the enrollees can be an effective example for others, and is critical in view of fuel and resource shortages presently facing the nation.

The environmental plan should include identification of waste sources for the camp, generation and disposal of used and waste water. Overconsumptive practices should be identified and corrective action taken (i.e. 30 minute showers, running water while shaving or brushing teeth. . . .).

Over-use of all consumables should be identified from unnecessary use of electric power, tracing power sources (do they come from power generating stations using nonrenewable resources), the use of bulk foods in the mess facilities and restricted use of individually packaged items. Many camps, via the camp forum, developed programs which restricted use of individual radios, stereo sets, T.V. sets and allowed use of only necessary appliances.

Assignments of members to laundry, and maintenance duties within the camps, is permitted on a limited basis, and should be used only as rotational assignments. Any program which allows the enrollee an experience in learning that "services" (laundry, food, power, water, etc.) common to our standard of living are not to be taken for granted, are encouraged. Teach that every service has a cost!

The planning, layout, development, construction, use and removal of the camp may be a good work project, and should also exhibit sound environmental practices. Enrollees should be encouraged to develop the camp as a community and, be encouraged to use landscaping, care, and imagination in the site plan and maintenance of the area.

F. *Non-Working Hours Programs.* While the major portion of environmental awareness will be gained from the work projects, their planning, development, explanation and execution, other opportunities will exist outside of regular working hours.

Informal, after-hours discussion on environmental subjects serve a useful and efficient purpose.

The Environmental Awareness Coordinator will develop, with the assistance of the enrollees and staff, evening programs. These programs shall be directed toward the stimulation of the group and should be as broadly based as possible.

Local expertise from all professions should be considered. Architects, lawyers, planners, resources and wildlife managers, real estate and land developers, agricultural professionals, religious and political leaders, artists, musicians, and others can be considered as excellent sources of potential discussion leaders for the student seminars. In a free exchange, both sides can learn a great deal from each other.

Drugs, social issues, the judicial system, and other current topics are all subjects of interest and concern to our young people, and must be considered as subjects if asked for. Care should be taken in assuring that both sides of controversial subjects are presented.

Experience has shown only a very small incidence of drugs and marijuana use at YCC camps. In the past, most camps have approached the subject of drug use openly, with a discussion of the physiologic, psychologic, and legal implications at the beginning of camp, and have, therefore, avoided problems at a later date. Be sure to inform enrollees of YCC, Federal, State, and local regulations regarding violations.

Sex education is a very explosive subject in some areas and with some people. Individual counseling and library references on the subject must be available, and all youth must be informed that counsel is available on a private and confidential basis. Some, but not all, will not have adequate knowledge of

human reproduction, and individual counseling must be made available. This is obviously critical at the co-ed camps.

G. *Environmental Library*. In each residential camp a tent, room corner, or some appropriate area will be set aside for the members' free time use for general relaxation, reading, and study. The basic concept is that the area is for the enrollees' use for purposes and projects they initiate, and programs by the staff members for environment discussions, investigation, or study.

To provide an opportunity for deeper involvement in consideration of our environmental problems and individual interests in these areas, the following will be provided by each camp.

(1) A permanent library of selected Federal and non-Federal books; texts; field guides; lesson plans; test procedures; natural, historic, social, economic, and other publications; will be provided by each camp. This library will be primarily an environmental library of current literature. While reasonable care should be used in keeping the material intact for following years, the main thought behind its purpose is for the members use. Use of the libraries in the program has indicated that localized library of selected publications is desirable. The selection of books will remain at the recommendations of the Environmental Awareness Coordinator, with the following exceptions:

(a) All camps should have available one complete set of localized field guides for each work team's use. (The Peterson of Golden Press series are recommended).

(b) The Environmental Awareness Coordinator will assemble a library, preferably in paperback, relating to ecology (human, plant, animal, aquatic); population; pollution (land, air, and water); resource use and conservation. A library is required of *all camps*, both agency and contract. The library shall be returned to the host agency for safe keeping at the end of the camp.

(c) The Environmental Awareness Coordinator is authorized to purchase the library; purchase, rent or borrow equipment and supplies for establishment of a small laboratory for use by enrollees, including collection equipment, inexpensive camera equipment and supplies, environmental games, and other non-capital supplies as required, and as noted in his camp budget.

(2) The following represents approximate guidelines for funding expenditures relative to the environmental awareness program; however, levels may be adjusted *upward* by Project Managers or Camp Directors, as required.

Library	$100.00
Lab, equipment & supplies	$250.00
Misc. expenditures for rentals, films, etc.	$150.00
Total	$500.00

H. *Recreation*. The YCC is responsible for the conduct of a physical recreation program for enrollees at each camp. The program will necessarily be limited by funds, equipment, and location, but should be designed to:

1. Provide relaxation and enjoyment.
2. Provide opportunities for self-expression.
3. Develop wholesome and constructive habits.

4. Increase the individual's sense of accomplishment.
5. Contribute (where feasible) to good community relations.

Physical recreation activity promotes individual and group morale, counteracts boredom and loneliness, and builds effective relationships among youth and staff.

A common error found in earlier programs was the overscheduling of activities during non-working hours. While two nights per week should be used for rap sessions, and one night for camp forum, the enrollees must be allowed some evenings of free or quiet time of non-scheduled activities, or for activities of their own choice. Many enjoy periods of music, conversation and discussion with or without staff members. Keep a *flexible recreation schedule*, involving enrollees in the program planning as much as possible.

7. **Evaluation Reports.**

A. Evaluation will require several written reports to allow an accurate and timely review of the total environmental awareness/work programs. They will include:

Special Reports, as required.

All reports must be received by Bureau Officers at the close of camp, or not later than September 30 of any program year.

8. **Work Project Reporting.**

A. *General.* The need to know what was actually accomplished during the summer cannot be overemphasized. This information must be as complete and accurate as possible for reports to the President and the Congress.

B. *Requirements.* The principal reporting vehicle for work project is the YCC Form-5 (Youth Conservation Work Project Report). THE COMPLETED FORM 5'S WILL BE SENT FROM THE CAMP DIRECTOR OR PROJECT MANAGER TO THE DESIGNATED BUREAU OFFICER FOR CHECKING AND FORWARDING TO THE ADMINISTRATIVE SERVICES CENTER, DATA PROCESSING, FOR KEY PUNCHING AND PROCESSING. It is extremely important that every instructional detail is followed, especially concerning the YCC Form-5, as no precise review of the forms will be possible prior to data processing.

C. *Instructions.*

1. *YCC Form-4.* The Project Plan form is designed as an internal planning document to assist the Project Manager in planning camp work projects prior to camp opening, to familiarize Camp Directors and work staff with project requirements, to enable the Environmental Awareness Coordinator to establish his program in conjunction with particular work projects, and to aid camp, Bureau and Departmental presonnel in evaluating the YCC work program. When properly utilized, the Form-4 enables the camp staff to identify the appropriateness of a project prior to accomplishment, and to schedule it for the best possible time during camp operations. A YCC Form-4 should be filled out in at least duplicate, in as much detail as possible, for each potential camp project, and one copy forwarded to the Bureau Coordination Officers, prior to the annual Project Manager/Camp Director Workshops in the spring.

The other copies should be retained by the Project Manager and given to his Camp Director and Environmental Awareness Coordinator for their information and program use. The Project Manager should bring his copy of the Form-4's to the Spring Workshop for discussion. The forms should be filled out as completely as possible, so that they may be used in resolving questions which arise at the completion of the program concerning the YCC Form-5. See Exhibit 5-A for a sample. Instructions for completion are furnished on the reverse of the Form-4.

2. *YCC Form-5.* The Youth Conservation Corps Work Project Report is designed to provide the Project Manager with a vehicle whereby he can report total work-related information on his camp to Bureau Coordinators and Departmental personnel. The Form-5 will serve as the only work project information received, after program closure, by the Department. For this reason, *the Form-5's must be completely and accurately filled out in every instance.* A basic Form-5, with all heading information completed, should be prepared for each camp. *Each individual project* completed by a camp during the program should be itemized, one to a line, on the Form-5. If more projects were completed than the number of allotted lines on a Form-5, additional copies of the form should be used. On subsequent pages, the heading information need not be filled in. Completed Form-5's should be forwarded by the designated Bureau officers not later than September 30 of each program year to:

U.S. Bureau of Reclamation
Administrative Services Center
P. O. Box 11568
Salt Lake City, Utah 84147
Attention: Data Processing - Work Projects

Particular attention should be given to the instructions for completion, found on the reverse of the form. See Exhibit 5-B for a sample of a completed form.

3. *Work Project Codes.* Each work project will be identified by a work project code; a three digit number which identifies projects by categories (recreation, timber management, etc.) and by a specific title (trail building, timber thinning, etc.). Use of the work project codes will enable Departmental personnel to evaluate work program effectiveness, compare camp programs, and report to Congress by work project items of interest. Exhibit 5-C contains specific work project codes with their unit of measure *which must be followed by* listing on Form-5's. Specific points of information on work project codes follow:

(a) *Code.* The three digit number identifying the element *must* be correct when placed on the Form-5. Improper numbers will be rejected by the computer, requiring individual search efforts to determine the proper code.

(b) *Program Element.* The identifying name for *all* work projects covered by the YCC. These may be projects which do not readily fit under one of these. In such case, use "Agency and Bureau Support (General)" Code 910 and briefly explain the project on the Form-5. *Select the category and program element best suited to your project.* There should be at least one program element suited to virtually every project. Make certain that you distinguish between similar elements, for example, trail construction and trail maintenance, in order to accurately depict project accomplishments and value. Before

identifying any project on Form-5's, the entire work project code exhibit should be reviewed. This will lessen the chance for error in code selection.

(c) *Type of Project*. In some cases where more explanation or detail is needed to identify the proper project type, additional information is furnished here.

(d) *Unit of Measure*. This is an extremely important part of the project type, and must remain constant on the Form-5's. Under no circumstances should units of measure other than the one listed for a particular project type be used on Form-5's.

(4) *Certification of Appraised Value*. Upon completion of the YCC Form 5's by the Project Manager, he *must* attach a letter certifying that he, or some other qualified appraiser, has reviewed the appraised value of *each* project, and found it accurate. Remember, the appraised value of each project is the total value of the project if it were done, not by the YCC, *but by the means normally used*! *Do not* arbitrarily use a pre-conceived value per youth hour or any other method! Supporting justification for all appraisals must be maintained at each camp, and be available to Bureau, Headquarters, or field staff for review. The certifying note must be sent with the YCC forms 5 to ASC.

(5) *Daily Record Sheet*. In the past, some camps organized work and education times, and recorded accomplishments on a daily basis by using a simple form. Exhibit 5-D provides a sample of such a form. Camp Director and Work Leader use of this, or similar, form could be of assistance in recording experiences and accomplishments, and in accurately reflecting them in required reports. This record sheet has also been found to be an extremely reliable tool for use by the camp staff for review of each weeks work projects, identifying logistical and personnel problems, and as a means for the Environmental Awareness Coordinator and other staff to check on the items and subjects covered by work leaders in regard to on-the-job educational efforts.

EXHIBIT 5-A

YCC FORM – 4
REVISED
10/75

YCC PROJECT PLAN

4. CODE NO.	PROJECT NO.
PRIORITY	
5. YOUTH	6. AGENCY

1. CAMP:	2. NUMBER:	7. PROJECT TITLE:
3. BUREAU:		

DESCRIPTION OF PROJECT

8. BRIEF OUTLINE AND MAGNITUDE (LENGTH, SIZE, NUMBER ETC.) OF PROJECT AND ITS LOCATION:

9. LAND MANAGING UNIT:	10. TRAVEL DISTANCE FROM CAMP:	QUANTITY OF UNITS		13. UNIT OF MEASURE:
		11. ESTIMATED	12. ACTUAL	

DETAILED COST SUMMARY

14a. ITEMS: SUPPLIES & MATERIALS, EQUIPMENT, TECHNICAL SERVICES, OTHER	14b. QUANTITY	14c. UNITS	DOLLARS		
			14d. UNIT COST	AGENCIES COSTS: 15. ESTIMATED	16. ACTUAL
TOTAL					

	WKED. HOURS	APPRAISED VALUE
ESTIMATED	17.	18.
ACTUAL	19.	20.

21. COMMENTS:

Instructions for Completing Form are on the Reverse side

Instructions for completion of Form 4 – Read carefully.

BLOCK NO.	INSTRUCTIONS
1. Camp	Identify camp by name.
2. Camp No.	Insert camp four-digit number.
3. Bureau	Identify Bureau by name.
4. Project Code and Project No.	Code for Project Type closest to predominant function performed. Project number in sequence, 01, 02, 03, etc.
5. Priority – Youth	As assigned collectively by youth after considering all factors.
6. Priority – Agency	As assigned by Agency at time of initiation.
7. Project Title	Concise, descriptive title consistent with project code and type.
8. Description of Project	Completely describe, in detail, all work to be accomplished, including length, size, number, etc. of project and its location.
9. Land Managing Unit	Bureau managing area.
10. Travel Distance	Road miles from camp to project site (one way).
11. Quantity of Units Estimated	Number of estimated units to be accomplished.
12. Quantity of Units Actual	Number of units actually accomplished at completion.
13. Unit of Measure	Use only unit of measure given for program element in No. 4 above. (These must correlate.)
14. Items a, b, c, d Detailed Cost	List all items of expense of the Agency – supplies, materials, equipment, technical services, other. Do not list items from camp budget.
15. Agencies Estimated Cost	Estimated cost of items in 14 a, b, c, d.
16. Agencies Actual Cost	Actual cost at completion of items used in 14 a, b, c, d.
17. Wk/Ed Hours Estimated	Estimated number of youth man-hours to complete the project.
18. Wk/Ed Hours Actual	At the completion of the project, enter the total number of work/education hours spent by all youth on the project, including time spent traveling to and from the project. Do not include Agency or YCC staff time in this block. (Obtained from Daily Record).
19. Estimated Appraised Value	Estimate of appraised value of proposed work based on current costs if work were done not by YCC but by means normally used, including all costs.
20. Appraised Value	At completion of the project, show the value of the work accomplished. Appraised value is the total value of a completed project, including materials, labor, etc. if the project were done, not by YCC, but means normally used. If, for example, a structure were built which normally would have been done by a contractor, indicate the approximate remuneration that the contractor would require, including work supplies, materials, transportation, equipment, and labor.
21. Comments	Your notes or remarks.

NOTE: BLOCKS IN HEAVY OUTLINE TRANSFER TO YCC FORM 5.

(SEE REVERSE SIDE FOR INSTRUCTIONS)

YOUTH CONSERVATION CORPS WORK PROJECTS

CAMP NAME	NUMBER (1-4)	CAPACITY (5-7)	WORK DAYS (8-10)	BUREAU

ENROLLED IN PROGRAM (Check Appropriate Blocks)				DATE PROGRAM STARTED	DATE PROGRAM ENDED
(11)	(12)	(13)	(13)		
1 ☐ MALE	1 ☐ 5-DAY RESIDENTIAL	1 ☐ 4 WEEK CAMP	4 ☐ 7 WEEK CAMP	NAME OF PERSON TO ANSWER QUESTIONS CONCERNING THIS INFORMATION	PHONE NUMBER
2 ☐ FEMALE	2 ☐ 7-DAY RESIDENTIAL	2 ☐ 5 WEEK CAMP	5 ☐ 8 WEEK CAMP		
3 ☐ CORD	3 ☐ NONRESIDENTIAL	3 ☐ 6 WEEK CAMP	6 ☐ 10 WEEK CAMP	LOCATION	

PROJECT CODE (14-16)	PROJECT NO. (17-18)	PROJECT TITLE	PUBLIC RESOURCE BENEFITS				
			APPRAISED VALUE (19-24)	QUANTITY (25-31)	UNIT OF MEASURE (32-42)	ENV. WORK/ LEARNING HOURS (43-47)	BUREAU DIRECT COST (48-52)
		TOTAL					

XX FORM 5

OVER

USDI 1/74

S-16

73

EXHIBIT 5-B

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

CAMP NAME–Self explanatory.

NUMBER–Enter 4 digit number assigned to your camp in the YCC Program Handbook.

CAPACITY–Enter the number of enrollees allotted for the current program year. **NOTE**: If you have a four or five week split-session camp, enter the **TOTAL** number of enrollees which you had allotted for the year.

WORK DAYS– Should be the number of work days **AVAILABLE** to enrollees, **EXCLUSIVE** of weekends and holidays. In an 8-week program, which includes the 4th of July Holiday, for example, work days should total 39.

BUREAU–Self explanatory.

ENROLLED IN PROGRAM–Check **EACH** block which applies to your camp (i.e., coed – seven day residential – 8-week).

DATE PROGRAM STARTED– Enter date of camp opening.

DATE PROGRAM ENDED– Enter date of camp closure. **NOTE**: In 4 or 5 week split-session camp, enter date the last session closed.

NAME OF PERSON TO ANSWER QUESTIONS CONCERNING THIS FORM–Enter the name of the Project Manager or other responsible individual who has detailed knowledge of the Form 5's prepared at your camp, **AND WHO WILL BE AVAILABLE AFTER CAMP CLOSURE FOR ANY QUESTIONS ON THE DATA ENTERED.**

PHONE NUMBER– Enter that individual's phone number, including area code.

LOCATION–Enter that individual's address in the event of need to mail material to him.

PROJECT CODE–Enter the three digit project code CLOSEST to the actual work performed. Do not use general codes without first determining that no specific project code is appropriate. A table, by category, of codes is included in the YCC Program Handbook.

PROJECT NO.– Enter the 2 digit number assigned to the project by your camp.

PROJECT TITLE–Enter a brief but accurate title or description of the project.

APPRAISED VALUE–Show the value of work accomplished. Appraised value is the **TOTAL** value of a completed project, including materials, labor, etc., if the project were done, not by the YCC, but by the **MEANS NORMALLY USED**. If, for example, a structure were built which normally would have been done by a contractor, indicate the approximate remuneration that the contractor would require, including work supplies, material, transportation, and labor.

QUANTITY–Enter number of units accomplished. Quantity is inseparable from units of measure. **USE WHOLE NUMBERS ONLY** – Round to nearest number.

UNIT OF MEASURE–Enter **ONLY** that unit of measure listed with the project code in the code table in the YCC Program Handbook. **DO NOT MIX OR SUBSTITUTE UNITS OF MEASURE, AND DO NOT CHANGE LINEAR FEET INTO MILES, FOR EXAMPLE. THIS IS ABSOLUTELY NECESSARY FOR COMPUTER PROCESSING.**

ENVIRONMENTAL WORK/LEARNING HOURS–Enter the **TOTAL** number of hours, **WHETHER WORK OR EDUCATION,** spent by **ALL** youth on the project. Also include time spent travelling to and from the project. **DO NOT** include YCC or Bureau staff time in this column.

BUREAU DIRECT COST–Enter the total **DIRECT** cost incurred by the Bureau (or another cooperating agency which contributed to the project). Include costs of: work supplies and materials; technical services including supervision, equipment, other Bureau staff services, etc. **DO NOT INCLUDE ANY YCC FUNDS IN THE BUREAU DIRECT COST COLUMN.**

INT: 3452-74

CHAPTER 6

COMMUNITY RELATIONS

– Fortune Magazine

"Good public relations is simply good performance, publicly appreciated."

1. **Policy.** In order to bring about the highest possible level of understanding, acceptance, and support of the local communities for the Youth Conservation Corps program, the policy of the Department will be to initiate, encourage, and support the development of a strong and effective community relations program for each YCC camp or project under its jurisdiction.

2. **Responsibilities.**

A. *Departmental.* The Director, Office of Manpower Training and Youth Activities is responsible for general program guidelines for the initiation, development and maintenance of effective community relations programs for YCC camps under the direction of the Department of the Interior.

B. *Bureau.* Each participating Bureau or Office is responsible for the implementation of an effective community relations program for each YCC camp under its jurisdiction.

C. *Camp.* The camp director is directly responsible for the camp community relations program. This responsibility may be delegated to members of the YCC camp staff by assigning them specific community relations activities, details or projects.

3. **Background.** The purpose of a good community relations plan is to develop understanding and good will on the part of the community toward the YCC program. This accomplished by channeling community interest into positive support and assistance.

A. The real job of community relations will be done in the field, by the project manager, the camp director and his staff, and most importantly, by the enrollees themselves.

B. Communities seldom readily welcome youth who are unknown quantities to the townspeople into their recreational or other social activities. Ill-founded rumors, misconceptions, idle speculation and gossip can do a lot of mischief to a program such as the YCC – long before the enrollees arrive on the scene.

C. The best time to lay the groundwork for good community relations is *now*. As soon as the information is available, the local citizens should be fully informed about the YCC, and the neighboring camp.

The community should be briefed about:

1. The long-range objectives of the YCC
2. The conservation work program for the local camp
3. The emphasis of the program on improving the environment while at the same time conserving and improving our human resources, the young men and women of America.
4. The various social and economic backgrounds of the YCC enrollees.
5. The positive influence the camp can have on the community and the positive influence the community can have on the YCC enrollees and staff of the camp.

D. To become good neighbors, the local YCC camp staff must, in turn, become fully informed about the neighboring community so that they will not impose on its limited social and recreational resources; violate its local ordinances and laws; nor add to the dimensions of any existing social or economic problems. In this way, camp staff can assure that what the local community ultimately sees is a pleasing, professional performance.

E. One of the principal concerns of the camp director is to keep the social, economic and political leaders of the community, as well as the general public, fully informed about the plans and activities of his camp.

F. Good community relations is largely a matter of maintaining a friendly, personal relationship with community leaders and local news media representatives.

G. If there is a general ignorance or misunderstanding of YCC objectives, and the type of enrollees attending the YCC camps, or a lack of sympathy for YCC problems, even a minor brush with the law may sometimes be overemphasized. On the other hand, skillful anticipation of possible trouble spots, in cooperation with community leaders, may very well preclude such adverse publicity.

H. Fortunately, Interior YCC camps have a few built-in success factors: (1) their association with various bureaus of the Department that have already won public approval of their conservation, environmental and recreational programs, and (2) the appeal of the YCC enrollees themselves. In addition, there will be many natural supporters, those who are dedicated to working with young people, and those who believe in the need for action programs to deal with our overwhelming environmental problems.

4. **Laying the Groundwork for a Community Relations Plan**. Community relations–good, bad, or indifferent–will exist whether actually desired or not. Adverse publicity needs no press agent. Positive publicity does.

Basic steps in the evolution of an effective community relations program include the following:

A. *Evaluation of Local Communities*. In large measure, the evaluation of local communities will be accomplished by personal contact with local citizens and community officials, including leaders of business, civic, religious and fraternal organizations. Thus, the process of fact-finding can also serve to inform the local citizens about the YCC camp at its inception, and give them some idea of the impact it is likely to have on their community. Long before

the camp opens, the project manager and camp director should arrive at a fairly accurate assessment of the local communities in terms of:

1. Location in relation to camp (distance, availability of public transportation, ready accessibility to enrollees and staff).
2. Size of town with respect to possible economic and social impact of corps members and staff on community resources.
3. Availability of social, religious and recreational opportunities for enrollees and staff.
4. Social and political attitudes of the community that are likely to influence acceptance of the camp, its enrollees and staff.
5. Special police problems, such as drug abuse.
6. Potential support of local news media.
7. Potential support of local business, civic, fraternal, school and religious groups.
8. Potential support of local city and/or county with respect to:

a. *Very small population centers*–perhaps within walking distance of the camp, that cannot support the impact of the full complement of the camp, but that may be visited by individual enrollees and staff for incidental purchases. Although not qualified as "support" communities, good rapport and sustained community relations must be established and maintained.

b. *The "town of origin"*, i.e., the geographic area from which most of the enrollees originate. This town may or may not become the principal "support" community for the camp, depending on its various amenities in relation to other communities considered. It should be noted, however, that familiarity of enrollees with the resources of the support community may have negative as well as positive values in terms of off-campus activities.

c. *The potential "support" community*. This will be the town that offers the best combination of social, economic, religious and recreational amenities. This is the town where the project manager and camp director will make their community relations thrust.

d. *Communities of any size* where negative factors outweigh positive values should be put in an "off-limits" category. Enrollees and staff should be discouraged from visiting the area without special permission.

e. *Involving Local Communities*. About the 3rd or 4th week of operation, schedule an OPEN HOUSE at the camp site. Invite all VIP's including the Governor, the U.S. Senators, the Congressman in whose district the camp is located, Federal officials (including the Secretary of the Interior), State officials and local officials and leaders, and all local residents.

At the end of the camp session, certificates of appreciation should be presented to those citizens who have provided unusually fine support services for the YCC camp.

4. **Community/Police Relations**. Each camp must have, as a matter of priority, a vigorous program in the area of YCC-Community/Police Relations. This program will, of course, be tailored to meet local conditions, but should provide for the following:

A. *Preliminary contact with Chief of Police* by project manager and camp director (including staff).

B. *In-depth briefing* of camp staff by local police concerning routine police procedures, local ordinances, and special police problems of the community, such as drug abuse.

C. Guided tour of community for camp staff by local police to highlight potentially explosive problem areas, and to further advise camp staff how to best avoid conflicts between enrollees and local citizens.

D. *Cooperative development by local police and YCC officials of a set of mutually acceptable STANDARD OPERATING PROCEDURES* for handling routine and emergency police situations involving YCC personnel–either within the community and its environs, or at the YCC camp.

E. *On-site briefing* of law enforcement officials before camp opens to explain camp procedures, regulations, work projects, etc., and to permit them to become personally acquainted with the entire camp staff.

F. *A "rap" session* for enrollees and camp staff with local law enforcement officials to:

1. Explain the SOP's to be followed in case of emergency.
2. Explain local laws, ordinances and customs of the community.
3. Welcome the enrollees and staff as guests of the community.
4. Highlight potentially sensitive trouble spots or situations to be avoided.
5. Motivate the enrollees to set their own standards of self-discipline.

5. **Contacts with News Media**. In dealing with the news media, we should never wait until adverse publicity forces us to issue a disclaimer or an explanation. Our daily positive achievements are always newsworthy if they are properly managed. YCC only falters from the local standpoint when local misadventures become overemphasized by adverse publicity. Local publicity and information activities do not require special talents or training so much as an alertness to "news" and to the public interest. Camp directors should establish and maintain friendly, personal relations with the editors of local newspapers and the producers of local radio and TV programs.

Publicity in the field simply calls for openness and timeliness in dealing with the local media. *Lack of talent in writing a press release is no real handicap, but a "chip on the shoulder" can be deadly.*

The following guidelines may help to assure good support for the YCC program by local news media:

A. Arrange for a personal visit with the local newspaper editor to provide him with an in-depth briefing on the YCC and the camp. This should be followed up by a personally escorted tour (preferably by an enrollee) of the camp facility and of the various areas where the enrollees are, or will be carrying out their conservation work projects.

B. Provide the editor with a list of key citizens who have involved themselves with the YCC program on a voluntary basis. (Include addresses and telephone numbers.)

C. If appropriate, and if editor is amenable to the idea, assign an enrollee as the official YCC REPORTER for the camp, with the understanding that the reporter will work closely with camp staff responsible for public relations activities.

D. Whoever handles the public information program for the camp must be kept fully informed–on a sustained and continuing basis–of everything that is going on with regard to the camp. He, in turn, must keep *himself* thoroughly informed at all times through personal and official contacts. Only in this way can the camp expect accurate and timely coverage of YCC activities in the local press.

E. Send out a fact sheet and other basic material to all newspapers for their future reference files. This should also be done for other news media–radio and TV, and should be done in compliance with existing Bureau regulations.

F. If news is of sufficient importance or of special human interest, invite the press out to the camp to cover the story. But always be prepared on every aspect of the story. Try to send out an advance release so that the routine details of the story will not occupy the reporter's time while he is on the scene.

G. If the news is immediate and important, phone it in to all area news media.

H. Almost without exception, every YCC camp will have the advantage of the public relations expertise of its "host" bureau. Requests for help with public relations problems should be directed to the project manager for the camp.

CHAPTER 7

YCC HEALTH PROGRAM

1. **Authority**. Section 3 (a)(5) of Public Law 93-408 provides that the Secretary of the Interior will promulgate regulations to insure the safety, health, and welfare of the Youth Conservation Corps members, hereinafter referred to as YCC.

2. **Policy**. Health programs shall be designed to provide medical and dental services for preventive, routine, and emergency health care to YCC enrollees.

3. **Responsibility**. The Assistant Secretary-Management exercises the authority of the Secretary for providing health care programs for YCC members. The Division of Medical and Health Services, Office of Organization and Personnel Management, serves as the advisor on health and medical matters for the Office of Manpower Training and Youth Activities.

Each Bureau head, sponsoring programs within the YCC, is responsible for the direction of an organized health care program. The Project Manager, Camp Director and other staff are directly responsible to their respective Bureau heads for the effective implementation of prescribed health service directives. Professional advice on medical and health related matters may be obtained by Project Managers, Camp Directors, and other staff members from the Division of Medical and Health Services, through the Office of Manpower Training and Youth Activities. Each Bureau head is responsible to:

A. Require the fulfillment of specific criteria of physical fitness for admission to the Interior YCC program.

B. Provide enrollees with routine care for minor injuries and illnesses on a 24 hour-a-day basis.

C. Provide for adequate physical facilities, equipment, supplies, and qualified personnel for first aid services on a 24 hour-a-day basis.

D. Provide enrollees with emergency medical and dental services on a 24 hour-a-day basis; locate the nearest and most adequate medical facility; arrange for ambulance service, treatment, and hospitalization.

E. Assure the necessary coordination with local and state Health Departments and administer an environmental health program which insures the maintenance of satisfactory sanitary standards.

F. Maintain adequate records and comply with prescribed reporting procedures pertaining to health.

4. **Pre-enrollment Medical Care**. Prior to admission to the YCC, each applicant will be required to obtain a statement certifying his/her health status and documentation of immunizations.

The cost of any physical examination and immunizations will be at the expense of the applicant. In case of a questionable health status of an

applicant, the Project Manager or Camp Director, through the Office of Manpower Training and Youth Activities, may secure advisory assistance from the Division of Health Services.

A. *Medical Certification.*

1. *Immunizations.* Prior to enrollment in the YCC program, prophylactic immunization against tetanus and diphtheria will be administered to each applicant by the certifying physician if no proof of current immunization exists. There shall be no exemptions or waivers unless there is a documented history of sensitivity to the immunizing agent, which is a contra-indication to its administration. There are rare instances where religious beliefs prohibit immunizations. Exemption from the immunization requirement may be granted and will be the ultimate decision of the Office of Manpower Training and Youth Activities after consulting with the Division of Medical and Health Services. The procedures for such exemption must be strictly followed.

2. *Optional Immunizations.* In certain endemic areas, or under epidemic conditions, YCC enrollees should be immunized against the specific entities with appropriate antisera. The decision to administer these immunizations shall be based on the recommendations of the local Health Department officials and the Camp Director. Specific examples of optional immunizations are Rocky Mountain Spotted Fever and Typhoid vaccines. Arrangements for providing immunizations in this category will be the responsibility of the Camp Director. Criteria for exemptions shall be determined by professional personnel administering the vaccine.

B. *Consent for Health Care.*

Each enrollee will be required to obtain a written statement of consent from his parents or guardian for routine and emergency medical care as provided for by the YCC Health program. There must be no exceptions. This consent is contained in YCC Form 1- Application.

C. *Waiver of Medical Examination.*

As with immunization, there may be rare instances, particularly where religious beliefs are involved, when the medical examination may be waived.

Exemption from the medical examination may be granted *and will* be the ultimate decision of the Office of Manpower Training and Youth Activities after consulting with the Division of Medical and Health Services. The procedures for such exemption must be strictly observed.

5. **Routine Medical Care.** Routine medical care is defined as the immediate and definitive treatment of minor injuries and illnesses. The routine medical treatment shall be administered at the YCC camp, or other suitable facility, and will be available on a 24 hour-a-day basis. The nature and type of routine medical care to be administered shall be determined by the Project Manager, or Camp Director, and the concurrence of the Division of Medical and Health Services, which issues the Medical Standing Orders, must be secured.

A. *Personnel.*

The Camp Directors and Project Managers shall have knowledge of the first aid training or qualifications of each staff member, and accordingly

determine the necessity or practicality of establishing first aid training programs for the staff. A member of the YCC camp staff trained in first aid techniques, will be on duty and available at all times.

B. *Facilities and Equipment.*

Each residential YCC camp and nonresidential YCC project site shall have a room or private area designated by the Camp Director or Project Manager as the Health Station (for routine medical and dental care). The physical dimensions shall be adequate to accommodate a litter, small writing table, and chair, or reasonable substitutions for the same. Water, preferably running from a tap, will be readily available within or in the proximity of the Health Station.

1. *First Aid Kits and Supplies.*

A first aid kit or the contents thereof will be in all Health Stations at all times. The supplies used are to be replaced as necessary to assure future availability. First aid kits shall be provided and in sufficient quantity to assure routine medical care throughout the YCC camps and project sites.

Procurement of a Forest Service 10-Unit First Aid Kit is suggested (GSA Stock Catalogue). In addition to the supplies in the suggested first aid kit, the following items are recommended basic supplies:

a. Salt tablets.
b. Creams or lotions (sunburn, plant poisons, i.e., poison ivy, oak and sumac).
c. Ammonia inhalants.
d. Tongue protector (seizures).
e. Thermometer.
f. Snake-bite kit, pocket size (personnel must have or acquire experience in its use).

2. *Health Station Supplies.* The following items are recommended to be a part of the supplies at the Health Stations:

a. Paper cups.
b. Alka Seltzer.
c. Kaopectate.
d. Hot water bottle (co-ed camps).
e. Sanitary napkins (co-ed camps).
f. Emesis basin (or substitute).

6. **Emergency Medical Care.** Emergency medical care is defined as those treatments and evaluations that require the attention and services of professional medical personnel and/or hospital facilities. Emergency medical services will be available to all enrollees on a 24 hour-a-day basis.

The entire camp staff will be knowledgeable of arrangements that have been made by the Camp Director or Project Manager with physicians, hospital(s) or clinic(s) to provide emergency medical services for the enrollees.

A. *Personnel.* All members of the YCC staff will be capable of initiating emergency medical services when indicated. The Camp Director or Project Manager is to be notified of all emergency cases prior to transport from the Camp or project site (within the realm of practicality).

B. *Emergency Transportation*. A closed vehicle in good mechanical status will be available at all times for the transport of emergency cases. The vehicle may be an ambulance or a vehicle specially designated to accommodate a litter, i.e., station wagon or car with seats removed. Depending on the camp's proximity to the emergency medical facility and the availability of ambulance service on a 24 hour-a-day basis, an arrangement on a contract basis could be considered.

C. *Hospitalization and Convalescence*. Emergency medical care of an enrollee may result in hospitalization for varying periods of time. The Camp Director or Project Manager will report the case and expected duration of absence to the Bureau Coordinator and the Office of Manpower Training and Youth Activities. Referral will be made to the Division of Health Services, and a prognosis based on consultation with the attending physician will be determined, and a recommendation will be made as to the potential enrollment status of the affected enrollee in the YCC program.

7. **Emergency Dental Care**. Emergency dental care is defined as treatment of conditions of the teeth and gums or oral cavity that require the service of a dentist or physician. An emergency dental condition exists when there is severe pain unrelieved by usual medications, evidence of acute infection, uncontrollable hemorrhage, or injury necessitating extraction, bracing or repair.

The guidelines suggested for emergency medical care will be applicable for providing emergency dental care.

8. **Communicable Disease Control.** The most common serious communicable disease that may be encountered at the camps are infectious hepatitis, meningitis, and tuberculosis.

One facet of communicable disease control is the pre-enrollment medical certification, which is designed to screen applicants for the presence, past history, and family history of contagious diseases.

The YCC staff will have the greatest responsibility in the control of communicable diseases, since they will have daily contact with the enrollees and will evaluate their medical complaints and symptoms when presented. A high index of suspicion by the staff that an enrollee needs to be examined or further evaluated by a physician is an important step toward identifying a potential communicable disease case. Next in order is the initiation of emergency medical care, i.e., notifying the Camp Director or Project Manager.

Other important facets of communicable disease control include the early diagnosis, isolation, treatment, and notification of the local Health Department. The attending medical personnel have the responsibility of fulfilling these responsibilities.

9. **Environmental Health.** Each Camp Director and Project Manager will organize and administer an Environmental Health Program which will involve the cooperative efforts of all YCC staff and enrollees. The aim of the Environmental Health Program is to promote optimum mental and physical health in all program participants. The following areas shall be included in the program.

A. Sanitary standards - food, water, sewage.

B. Standards involving bathing facilities, linen changes and other personal responsibilities.

C. Periodic inspections.

D. Rules of conduct-drug use and abuse, alcohol, cigarettes, etc.

E. Pest control.

F. Guidance and counseling-personal hygiene, etc. (See Chapter 4, Residential Living).

10. **Records and Reports**. Each YCC camp site will maintain records and reports necessary to adequately document medical care and services rendered to YCC enrollees.

11. **Coverage of FECA.**

A. Benefits of the FECA (5 U.S.C. 8101 et seq.) may be provided for Y.C.C. corpsmembers who sustain personal injuries while in the performance of duty. The term "injury" includes, in addition to injury by accident, any disease proximately caused by the assigned work. These benefits include compensation for disability and death and medical care.

B. The FECA does not provide protection while the enrollee is: (1) on authorized leave or pass; or (2) absent from his or her assigned post of duty, except while participating in an activity authorized by, or under the direction or supervision of, the camp director.

C. The FECA prohibits the payment of compensation if the injury or death is caused by the willful misconduct of the enrollee or by the enrollee's intention to bring about the injury or death of himself or of another, or if intoxication of the injured enrollee is the proximate cause of the injury or death.

12. **Administration of the FECA.** The FECA is administered by the Bureau of Employees' Compensation, U.S. Department of Labor, Washington, D.C. 20211. An enrollee should consult with his superisor or write to the above address when he desires: (1) additional information about his rights under the FECA; or (2) forms to be used to claim these benefits.

13. **Compensation for Disability Under FECA.**

A. *Temporary Total Disability*–Based on a pay rate of $4.50 per week, the compensation for temporary total disability for periods when the enrollee is without pay is $36.33 per week. No compensation may be paid for the first three days of pay loss except if the disability exceeds 21 days or if the injury results in permanent disability.

B. *Permanent Disability*–The FECA provides: (1) a schedule of payments for the total or partial loss, or loss of use, of certain specified members or functions of the body; and/or (2) compensation based upon the loss of wage-earning capacity caused by the permanent disability. The application of these alternative entitlements is determined by the nature and degree of disability. BEC may: (1) arrange for vocational rehabilitation when needed by reason of permanent disability; and (2) pay additional compensation up to $100 per month when an enrollee is undertaking an approved course of training. BEC may also pay an additional allowance not to exceed $125 per

month when an enrollee has a permanent disability so severe as to require constant attendance.

14. **Procedure to Establish Eligibility for FECA Benefits**. An enrollee injured at work should follow these simple rules: (1) he should report his injury immediately to his supervisor and obtain first aid; (2) he should obtain medical treatment from a physician or hospital authorized by the camp director if such treatment is needed; and (3) he should make a written report of the injury within 48 hours on the Bureau's Forms CA-1 and 2. If such forms are not available, any written report is acceptable if it states where the injury occurred, the nature of the injury, and if it states specifically, like the CA 1&2, that a claim is being made for compensation and medical treatment because of the injury.

15. **Procedure to Receive Medical Care Under FECA.**

A. *After Termination of Enrollment*–BEC may provide medical care including hospitalization which is likely to cure or give relief to the injury. These services are to be provided by Federal Medical facilities or private physicians designated by BEC. Where these are not available, any duly qualified physician may be used.

16. **Procedure for Claiming Compensation Under FECA.**

A. *Compensation for Disability*–An enrollee may receive compensation if the injury causes disability. A specific claim for compensation for disability should be made at the time of, or immediately following, cessation of pay. Form CA-4 has been provided for this purpose.

B. *Compensation for Death*–Claim for compensation for death should be made immediately following the death. Form CA–5 has been provided for this purpose.

C. *Claims*–Claims for disability and death may be filed with the camp director or the National office of the Bureau of Employees' Compensation, U.S. Department of Labor, Washington, D.C. 20211. See claims procedure in Chapter on Safety Management.

17. **Regulations**. The regulations of the Bureau of Employees' Compensation will apply to injuries occurring under the Youth Conservation Corps Program.

CHAPTER 8
SAFETY MANAGEMENT

1. **Authority.** Authority for programs to prevent accidents involving people and property with respect to the operation of the Youth Conservation Corps hereafter referred to as the "YCC" is provided by law. This law requires the Secretary of the Interior to promulgate regulations to insure the safety, health, and welfare of the YCC enrollees. The Departmental Manual, Part 395, Safety Management, will be followed and implemented by Heads of Bureaus and Offices with YCC program responsibilities.

2. **Policy.** It is the policy of the U.S. Department of the Interior to prevent injuries to persons and employees in the YCC under its administrative jurisdiction, to protect property utilized by the YCC from damage, and to provide for the safety of the public in connection with YCC activities and when using YCC facilities.

3. **Department Responsibility.** The Assistant Secretary-Management, exercises the authority of the Secretary for the management of safety programs for the YCC. The Director, Office of Manpower Training and Youth Activities is assigned staff responsibility for implementing the policy and carrying out the mission of YCC safety management. The Assistant Director for Safety Management, Office of Management Services, serves as the staff advisor on matters related to Safety Management for the Director, Office of Manpower Training and Youth Activities.

4. **Bureau Responsibility.** Heads of Bureaus with YCC program responsibilities, including contract camps, will initiate and carry out programs designed specifically to protect enrollees from accidental injury and YCC property from accidental damage. Such programs shall include also the responsibility to provide for the safety of the public in connection with the YCC operations and facilities.

5. **YCC Project Manager Responsibilities.** The Project Manager is responsible for organizing and supervising a comprehensive safety program. He assigns the responsibility for each specific camp to the Camp Director who serves as, or appoints a senior staff member as the Camp Safety Officer.

6. **YCC Camp Safety Officer Responsibilities.** Each Camp Safety Officer *prepares* and insures execution of the YCC Camp Safety Plan subject to review and approval by the Bureau Safety Officer. The Camp Safety Officer coordinates his activities with the bureau safety representative where the camp is located and with appropriate Federal and State health and safety authorities.

7. **General Responsibilities.** Each supervisor of YCC activities and enrollees shall observe all prescribed bureau safety procedures both oral and written. He is expected to maintain a high degree of safety awareness at all times among the enrollees as a general part of the youth training program. If an enrollee is involved in an accident resulting in an injury, property damage or contacted illness, the supervisor is responsible for submitting a prompt report of the facts

and circumstances surrounding that accident on Department Form DI-134 in accordance with bureau procedures. Contract camps are *not* exempt from these procedures.

8. **Organization.** The head of each bureau with YCC programs will establish and manage an accident prevention activity consistent with the operating needs of his bureau to carry out the Department's policy for protecting people and conserving property.

9. **Objective.** Safety management has for its objective the establishment of systems and methods for identifying and removing potential accident situations that effect the best use of manpower and the most economical use of property. To this end, safety programs will be managed at each YCC camp and project to guide the future course of action that YCC administrators will pursue by providing data for causes of all accidents, their impact on program reliability, and their operating costs.

10. **Scope.** Accident prevention activities at YCC camps will be programmed in the following areas of concern: (a) personal safety and health of enrollees and staff; (b) fire safety with respect to enrollee/staff occupancies and activities; (c) Federal motor vehicle safety including privately owned vehicles when used on official business; (d) public safety, including people working under contract for the YCC, as well as public property when on premises under control of the Department; (e) property protection including all Federal real and personal property, owned or rented, not covered under items (b) and (c) above.

11. **YCC Safety Committee.** Each YCC camp will organize a safety committee composed of staff and selected enrollees and chaired by the YCC Camp Safety Officer. The YCC safety committee will provide enrollees the opportunity to participate in their own safety activities and to make suggestions for improving the safety at their camp. A written record will be kept of each meeting at the camp for review of bureau safety representatives.

12. **YCC Water Safety Director.** Each Camp Director will examine the camp and its locale for swimming and boating activities. If such exist, a Water Safety Director will be appointed to be responsible for a Water Safety Program. Water activities will be permitted only on an organized and supervised basis. This will be included in the Camp Safety Plan. The buddy system is mandatory in any water activity. Personal floatation and boat floatation are mandatory for any boating activity.

13. **YCC Camp Safety Orientation.** The Camp Director or Safety Officer will require that (a) assignment of enrollees is restricted to those working conditions for which he or she is absolutely qualified; (b) the enrollee's physical fitness is adequate for duties assigned; (c) complete safety orientation is provided to accommodate any hazards to which the enrollee may be exposed; (d) any driver of YCC motor vehicles will be qualified and issued a motor vehicle driving permit (SF-46); and (e) assistance is provided to the enrollee in event of injury to obtain first aid and medical treatment, as well as proper processing of claims under the Federal Employees' Compensation Act.

14. **Fire Suppression or Initial Attack.** Under no circumstances will the Department or bureau allow any enrollees to be assigned any duty related to the suppression or extinguishment of any fires or take part in any initial attack activity. Enrollees do not fight fires.

15. **Child Labor Restrictions.** The YCC Camp Directors will observe the following legal limitations in establishing work experience programs:

> Enrollees under 18 years of age may not be assigned to work designated as hazardous in non-agricultural occupations. Those under 16 years old may not be assigned to work in agricultural occupations declared hazardous or in non-agricultural occupations which may be detrimental to their health or well-being. The occupations which are prohibited are described in Child Labor Bulletin No. 101, U.S. Department of Labor. Activities prohibited by state regulations are contained in the State Labor Standard Bulletin 158, Department of Labor.

For minors 16 and 17 years old, hazardous occupations orders (HOO) which are most likely to have some application to the corpsmembers are: HOO #2: Motor Vehicle Driving and Outside Helper; HOO #4: Logging and Saw Milling Occupations; HOO #7: Operation of Elevators and Other Power Driven Working Apparatus; HOO #14: Operation of Circular and Band Saws and Guillotine Shears; and HOO #17: Occupations on Excavation Operations. In addition to being prohibited from doing jobs covered by hazardous occupations orders, minors under 16 may not be assigned to do work involving operation or tending of hoisting apparatus or *any power driven machinery*. (i.e., motor vehicles, power lawn motors, etc.) Minors 16 and 17 years old may be permitted to drive motor vehicles if such operation is incidental and occasional (See HOO #2).

16. **YCC Camp Safety and Property Protection.** The Camp Director or Safety Officer will determine that: (a) handtools and work equipment, particularly with respect to condition defects, include adequate safety design and specific safe-guards; (b) adequate personal protective equipment is furnished and proper use taught and enforced; (c) safe housing, work building operation, and protective maintenance is provided; (d) structural fire protection and prevention facilities are part of the camp arrangements; and fire drills and excavation procedures are held at least twice a month; live-in camps will have weekly drills; and (e) motor vehicle management is planned to protect the enrollees and staff at all times.

17. **YCC Safety Inspection.** The Bureau YCC Project Manager shall require periodic and formal safety inspections for unsafe conditions as an integral part of the regularly established bureau system of normal maintenance and inspection of property. The bureau head shall have a professional safety representative visit each YCC camp after it has been established and make a safety inspection. The Bureau Safety Manager or his representative will instruct the YCC Camp Safety Officer in his continuing safety inspection responsibilities.

18. **YCC Safety Regulations.** The YCC Camp Director will follow all Federal, Department, bureau, state, and municipal personal safety health and fire prevention, standards, statutes, codes, and regulations, particularly where they refer to child laboe conditions and regulations.

19. **Safety and Health Codes.** In addition to the OSHA 1972 requirements, and Department, bureau, state, and municipal personal safety, health and fire prevention standards, the YCC Camp Director will use the U.S. Department of Agriculture, Forest Service "Health and Safety Code" as a basic and minimum guide to safety practices where they do not conflict with established

Department and bureau safety directors for work situations. Adequate personal protective gear including hard hats, work glasses, safety goggles and hand gloves will be issued to enrollees for work situations as specified by bureau requirements.

20. **Protective Clothing and Equipment.** Each enrollee will be issued an approved hard hat for head protection. Hard hats will be of a uniform color with a YCC decal to give positive identification of the wearer that he or she is a member of the YCC and is to be given specific safety consideration. Hard hats will be worn in all work situations. Any shoes purchased by the Government for any enrollee will be safety shoes. Work type shoes are mandatory for all work situations. Sneakers and other kinds of cloth shoes will be prohibited from any work situation. Work gloves and protective goggles will be issued to enrollees for work situations as specified by the bureau safety representative.

21. **YCC Member Transportation.** Directors of YCC camps will transport enrollees in the safest way possible. Enrollees being transported to and from locations off Federal property will be provided with appropriate buses or other vehicles which will meet all safety requirements prescribed by the Department, bureau, state, and municipal governments. Drivers of each bus will hold an appropriate state license for the type of vehicle being driven.

22. **YCC Safety Management and Contractual Agreements.** When contracting for enrollee services of any kind, the head of the bureau will make certain that the contract contains a "hold harmless" clause and provisions that the contractor will be completely responsible for all fire, safety and health laws and regulations of the Department, bureau, state, and municipal governments particularly those applying to child labor. To insure this, every YCC contract for program services will be reviewed and approved by the Bureau Safety Officer or Contract Officer knowledgeable of, and experienced in, matters of safety. [N.B. Also see Manual section (chap. 3) on contracts.]

23. **Weapons and Safety.** Directors of YCC camps will not permit switch blade knives, fire arms, or any other articles that may be considered as weapons, on the person of or in the possession of any enrollee while at YCC camp.

24. **Recreational Safety.** Directors of YCC camps will not conduct recreational activities that are likely to incur serious injury to the enrollees nor will staff participate in activities exceeding their physical capabilities. Sport activities will be restricted to those activities for which equipment and playing surfaces are adequate.

25. **Investigation Policy.** Investigation is required for, but not limited to, the identification of human errors, condition defects, system deficiencies, and related facts about causes of accidents involving (a) any enrollee injury or death connected with the performance of their work duties; (b) any accidental injury or property damage involving the public when there is reasonable possibility of a tort claim against the United States; (c) any fire regardless of its cost that involves equipment, structures or contents of any property under Department control, including forest, range, and tundra fires if members are involved; (d) any motor vehicle accident regardless of the cost involving Department, bureau and General Services Administration motor pool vehicles and those which are privately owned or commercially leased and used on official business; and any other property while under the control of the

Department that is damaged by accident (repaired or replaced for reasons other than "fair, wear and tear").

A. *Accident Defined.* An accident is defined as an unintended or unplanned happening that results in personal injury, property damage or interference with work or any combination of these conditions.

B. *Investigative Responsibility.* Directors of YCC camps will require that all accidents involving enrollees be investigated accurately, completely, and promptly using the Department's official document, "Supervisor's Report of Accident," DI-134. An adequate supply of this form will be obtained from the appropriate supply channels and be made available at all times.

.1, *Investigation of Tort Claims.* Provisions shall be made by the Directors of YCC camps to investigate fully the circumstances surrounding accidents which may lead to a tort claim against the United States caused by a negligent or wrongful act or omission of an enrollee while acting within the scope of his employment (See 451 DM,1 "Tort Claims Against the United States"). The appropriate Bureau Tort Claim Officer shall be notified promptly.

2. *Investigation of Claims for Medical and Compensation Payments.* Directors of YCC camps will obtain Federal Employees' Compensation claim forms from regular supply channels. These claim forms will be used to process enrollee claims for medical and compensation payments as appropriate. (See 370 DM 810, DM addition to FPM, "Injury Compensation" and Personnel Management Bulletin No. 14, "How to Help the Injured Employee.")

26. **YCC Accident Reporting Procedures.** Directors of YCC camps will follow the internal reporting procedures set by the Department and the bureau. Each YCC camp will be issued a copy of the Accident/Incident Code Dictionary (revised 1972), for completing DI-134 Report of Accident/Incident. Completed accident/incident reports are forwarded in accordance with procedures prescribed by the bureaus to the Department. Upon completion of his contract, the contractor will furnish the Bureau Safety Officer with a total of all miles driven on YCC activities. A similar report of total man-hours expended by non-bureau employees (not enrollees) will also be included.

A. *BEC Claims Reporting.* Bureau of Employees Compensation claims will be reported through different channels than non-BEC claims or normal accident/incident reports required by operating Bureau of the Department. If accidental injuries to a YCC staff member or enrollee occur, during program sponsored or sanctioned activities, *and meet one or more of the following criteria, they must be reported to BEC.*

(a) The accident/incident involves lost time beyond the day during which it occurred.
(b) The accident/incident results in the obligation of medical expense.
(c) The accident/incident results in some aspect of permanency (broken bone, scar, etc.).

If the accident/incident does not meet at least one of the criteria, do not report it to BEC.

Every BEC claim must be sent by the Project Manager, after review, directly to:

Branch of Special Claims
Bureau of Employees Compensation
711 14th Street, N.W.
Washington, D.C. 20211 Attn: YCC Specialist
(Phone: 202-382-1525)

All claims should be accompanied by the original claim forms (CA 1 & CA 2) and, if medical services were needed, the doctor's claim form (CA 16) and *original* doctor's bill. *Do not send Bureau forms to BEC.* All claim forms should be properly and completely filled out and signed. *Project Managers should handle all BEC claims for their camps, and maintain all BEC records as a contract point for BEC, even after camp closure.*

27. **Notification of a YCC Member Fatality or Serious Accident.** An enrollee fatality or serious accident will be reported immediately by telephone or telegraph to the Bureau Director, who will advise the Bureau Safety Officer. Notification, in writing, will be forwarded immediately to the Director, Manpower Training and Youth Activities, and to the Assistant Director of Safety Management. The latter will coordinate with BEC procedures. Serious accidents are identified as follows:

A. *Enrollee/Serious Injury or Death.* The death or permanent injury of any enrollee is a serious employee accident. A permanent injury is one that results in the loss of any part of the body, or any permanent impairment of the body or part thereof, regardless of whether the enrollee loses time from his work.

1. *Secretary's Telegram of Sympathy.* Should a fatality occur, the head of bureau shall be notified within 12 hours by telephone or telegraph giving the name and home address of the employee or enrollee who died, the location and brief circumstances of the accident, and the name and address of the next of kin. Advise also if next of kin have been notified. This information will be transmitted in writing to the Director, Manpower Training and Youth Activities who will have it carried promptly by hand to the Office of the Director of Personnel, together with a proposed telegram of sympathy for the signature of the Secretary of the Interior to the surviving spouse, parent, or most appropriate next of kin. Immediate notification is required for *any* fatality regardless of relation to the performance of work or official duty, but secretarial action is taken only for activity connected accidents.

B. *Serious Property Damage Accident.* Property damage of any type in excess of $5,000 is a serious accident, requiring formal investigation and prompt notification of the Bureau Director.

C. *Serious Public Accident.* Death, permanent injury, or property damage $5,000 or greater involving the public when using Department or bureau facilities or equipment is a serious accident, requiring formal investigation and notification of the Bureau Director. If employees are directly or indirectly involved, then a claim may be reasonably expected against the United States.

28. **Motor Vehicle Fleet Accident.** A motor vehicle fleet accident is any accident in which a government-owned or leased motor vehicle is involved, including privately owned motor vehicles being used on official government business, and those of contractors being used in YCC activities, where such

accidents result in death, personal injury, or property damage. Any such accident will be reported regardless of who was hurt, what property was damaged or to what extent, where it occurred, or who was responsible. Motor vehicle accidents that are not classified as *motor vehicle fleet accidents* shall be recorded as "property damage"

29. **Bureau Report of YCC Safety Management.** Heads of bureaus will furnish the Director, Office of Manpower Training and Youth Activities and Assistant Director for Safety Management, an evaluation of the safety management at each camp at the completion of the seasonal YCC program. This report will be in writing and is due by December 15, each year. Information in this report shall be brief, describing only the highlights of the YCC camp safety activities of nature significant to warrant inclusion in a report to Congress through the President. Include specific work injury frequency rates and motor vehicle accidents and a listing of all serious work injuries, deaths, fires, motor vehicle accidents, and other accidents of a serious nature. Each Camp Director will maintain records of personnel and activities adequate to assemble this information. Bureaus will report on a format prescribed by the Department.

CHAPTER 9

YCC STATE GRANT PROGRAM

1. **Policy.** The Youth Conservation Corps Act of 1970 (P.L. 91-378) provided for a three-year Pilot Program, to be funded at $3.5 million, to be carried out on lands and waters under the jurisdiction of the Secretary of Agriculture or the Secretary of the Interior. Public Law 92-597 amended the 1970 Act to include a pilot program (beginning in 1974) under which grants shall be made to States, to assist them in meeting the cost of Youth Conservation Corps projects on non-Federal public lands and waters within the States. Public Law 93-408 made the Youth Conservation Corps program permanent.

2. **YCC Program Fund Allocations.** According to the terms of P.L. 93-408 30% of all funds appropriated for the YCC Program each year will be allocated to the several States, with States with fewer Federal public lands given preference, assuming that applications are comparable. Surplus funds not needed by States will be reallocated to other States on the basis of State ability to operate high quality programs in excess of their dollar allocation.

3. **Responsibilities**

A. The Director, Office of Manpower Training and Youth Activities has responsibility for implementation and conduct of the YCC State Grant portion of the program, in conjunction with the Chief, Division of Manpower and Youth Conservation Programs, of the U.S. Forest Service. The Director, OMT&YA, jointly with his Forest Service counterpart, determines the portion of funds allocated to the State Grant Program which will be diverted to each State. He further, jointly, determines the reallocation of funds, to States offering quality programs, from States which cannot use their share for one reason or another. The Director, OMT&YA, also nominates Designated Field Representatives for each State to assist him in carrying out his responsibilities.

B. *Designated Field Representatives (DFR).* To assist the Director, OMT&YA, in his responsibilities for the State Grant Program, the Assistant Secretary, Management, through the Bureaus, has designated a key Interior Official in each State to work with a Forest Service counterpart and jointly administer certain aspects of the State Grant Program. DFR's are expected to provide to the States joint application approval services, and:

1. Technical assistance in the form of personal visits, or other communications necessary, to assist in any aspect of grant application preparation, or program operations.

2. Any information necessary which will insure the compliance of both the State application and State program to the criteria established by P.L. 93-408, the Secretaries of Agriculture and Interior, and FMC Circulars 74-4 and 74-7.

3. Assistance in the establishment and operation of an effective and equitable State-wide recruiting system to insure that no youth in the State is denied an equal chance to participate in the YCC.

4. Other services or assistance which are available.

DFR's report directly to the Director, OMT&YA, and not through normal Bureau channels. Travel and other approved expenses are paid by the Administrative Services Center directly to the DFR.

C. *Administrative Services Center.* (A.S.C.) The Salt Lake City Bureau of Reclamation Administrative Services Center provides funding and necessary administrative and technical services for the State Grant Program:

1. Technical approval of all State Grant Applications.
2. Fund & expenditure record maintenance.
3. Advance and reimbursement payments.
4. Filing of Treasury Dept. Form SF-240.
5. Review of all applications and expenditures for possible audit action.
6. Reports on all expenditures to OMT&YA.

D. *State Program Agent.* Within each State, the Governor has named one individual who will be responsible for all aspects of the State's Grant Program, application preparation, fund request, program operations, and reporting. He originates the request for Federal funds, and is, in each State, the Grantee. He may contract with any non-profit organization which has been in existence for at least 5 years, to operate a State project, or he may allow a subdivision of the State to act as a sub-grantee. All negotiations with the State must be through the Program Agent.

E. *State Recruiting Agent.* Within each State operating a residential project, and in each State possible, a State-wide recruiting plan has been established, to recruit youth for all YCC Camps in that State, Federal and State operated. Where possible, the State recruiter handles all aspects of recruiting, including publicity, screening, and the selection process. It is the intent of the law to assure equity in recruitment, and to provide every youth in the Nation an opportunity to enroll in the YCC, regardless of his geographic location. In some States, State-wide recruiting is impractical because of distances, lack of residential facilities, etc., and in these States no State-wide recruiter may be established. In that event, the Federal DFR's and Federal Project Managers must make every effort to recruit youth from as large a geographic area as possible. In all States, however, beginning with the 1974 program, there will be a single contact within the State to handle applications from youth, generally the State-wide recruiter, but possibly a Federal designee.

4. **Program.** States requesting Federal Grant Funds to operate a YCC Program will submit applications to DFR's by January 1 of each year. DFR's will review the State applications, approve, and submit to ASC for technical clearance and payment. State YCC Programs should closely parallel Federal Programs of similar size and composition; pay rates should be similar; camp costs should be similar; and camp work/environmental programs should closely follow those of Federal camps.

5. **Federal/State Camps Coordination.** In areas where a Federal and a State Camp are in proximity, Project Managers and Camp Directors should become acquainted with their State counterparts to exchange ideas, and even problems. Federal experience may be of considerable help to a State Camp. By the same token, some States have had programs similar to the YCC for many years, and may be able to assist new, or even old, Federal Camps. Exchanges of guest speakers, coordinated work on volunteer projects, sports competition, and other program and non-program activities can cement relationships between Federal and State Camps.